



Executive Director, Latinas Contra Cancer (Santa Clara County, CA)

Compensation: \$45,000-\$60,000 Annually DOE/DOQ

Employment type: Part-time

(It is anticipated the position will grow to fulltime status commensurate with increased funding)

This critical Executive Director (ED) role calls for managing a small but unique agency that is a leader in addressing the profound impact cancer has in the Latino community. The ED is responsible for a wide range of duties including fundraising, board building, program development, service quality and delivery. We are seeking a dynamic, innovative leader to enhance and nurture the continued growth and sustainability of this singular non-profit. The ideal candidate must have a genuine understanding of Latino health issues and enjoy working with researchers and health providers with a passionate and committed work ethic.

Latinas Contra Cancer

Latinas Contra Cancer (LCC) was formed to address gaps in services for Latinos around issues of breast and other cancers with the objective of serving the Bay Area's, low-income, Spanish speaking and immigrant community. Based in San Jose, LCC's culturally and linguistically appropriate services include its innovative cancer education programs. LCC also provides a complete menu of supportive services, including psycho-social support, patient navigation, interpretation and translation, as well as resources and referrals. LCC's bilingual website includes community resources, promotes events, and links organizations nationally. The LCC staff is dedicated to addressing the cancer continuum from prevention, diagnosis and treatment, to survivorship and end of life.

THE POSITION:

This position is half time. The ED reports to the Board of Directors and leads a part time staff.

Communications / Relationship Development / Community Presentations

- Develop an understanding of LCC' history, and philosophy, as well as a working knowledge of the programs and finances
- Advocate and promote concepts that deal effectively with cancer and the impacts on the Latino community
- Develop relationships with business, philanthropic, health and research sectors and increase awareness needed for effective Latino cancer care and control

Raise Capital

- Assume the lead in creating and enhancing positive community relationships to gain financial support
- Identify and research new donor prospects and develop relationships that will increase individual, corporate, and grant funding while maintaining strong relationships with current donors and contributors

Leadership / Interpersonal

- Be a strategic thinker and creative problem solver
- Develop the agency's short- and long-term work plans
- Engage, motivate, and inspire staff and diverse constituencies

Business Acumen/ Budgets / Administration

- Work closely with finance to keep programs on track and on budget
- Develop and administer contracts and work closely with grantors, and the community.
- Formulate and implement programs, guidelines, policies and goals

Cancer Programs and Outreach

- Provide administrative support to program coordinators
- Analyze and evaluate programs and/ or implement new projects to achieve LCC goals
- Foster collaboration with other agencies and institutions to engage in team projects

Employment Standards

To be considered for this position, you must be competent in the areas listed above, and demonstrate these competencies throughout your leadership and/or specific work assignments.

Experience and/or Education directly related to the level of leadership and the scope of organizational authority/responsibility listed in this announcement:

1. A bachelor's degree in public health, public administration, or related field coupled with practical and applicable experience
2. Ability to demonstrate an increasing level of experience with the supervision of staff, coordinating projects, grant writing, contract preparation, budget administration, working in community with diverse culture residents; or
3. A combination of training, education, and experience that is equivalent and provides the required knowledge and abilities. One year of relevant work experience may be substituted for one year of required education. (“relevant experience” means if the position seeks a bachelor’s degree in public health, work experience must be in a related field)
4. Bilingual – English/ Spanish preferred.

HOW TO APPLY

Email your resume to roberte@latinascontracancer.org

Please address your submission to:

Latinas Contra Cancer

Attention: Office Robert Escobar

255 N Market Street, Suite 175

San Jose, CA 95110

This is an open continuous recruitment until the position is filled. For first consideration APPLY by August 30, 2017!

For additional information call Robert Escobar or Mercy Clark at 408-280-0811.