

Executive Director

Bluebird Cancer Retreats
Spring Lake, Michigan

Bluebird Cancer Retreats is seeking a part-time Executive Director to lead our organization in our mission to organize and run support groups and weekend retreats to enhance the lives of adults in our community fighting cancer. Approximately 28 hours/week. Flexible hours. Must also be able to support 6 annual weekend retreats.

The role of Executive Director is the overall leader of the organization. A candidate must have a high level of compassion for our clients and a desire to help them through what is likely their most difficult time in life. This must be balanced with strong organizational and leadership skills for our small staff and large group of volunteers. The executive director must be a unique person with a wide variety of skills and willingness to do whatever is needed, from strategic planning, fundraising, working with clients, doing bookkeeping and keeping the office clean and organized. You must be self-motivated, have great communication skills, be willing to work on your own yet lead a large group of volunteers. Job functions include:

Program Development & Management:

Create the vision and framework for programs offered by Bluebird Cancer Retreats.

Work with Retreat Director and hospital/cancer center contacts to attract presenters, volunteers and participants.

Deliver quality programs in keeping with the Bluebird Mission.

Train & Manage Retreat Director and support group coordinators.

Attend each weekend retreat for setup and opening events and closing of each weekend and as necessary throughout the weekend to support the retreat director.

Operations

Manage all aspects of business operations, leading staff and volunteers, maintaining a working board of directors to support our mission. Develop a budget and business plan annually. Support all required office functions to operate the organization utilizing board members and volunteers as appropriate.

Lead and participate in long range planning meetings with executive board members. Manage book keeping, bills, cash flow, etc. Maintain office and meeting space and technology for the organization. Manage board of directors development, find volunteers, etc.

Marketing

Manage and develop all aspects of marketing to include print, video, electronic, website and social networking.

Represent Bluebird to promote involvement and support of our mission.

Develop relationships with hospitals and cancer centers and staff that will refer patients to our programs.

Fundraising

Develop an annual fundraising strategy and execute events to support our operating budget and to raise awareness of the organization. Establish and work with event committees to plan and deliver quality events. Seek chairs and team members for every event utilizing board members and outside participants. Explore new fundraising ideas to keep our efforts fresh and up to date.

Please submit resumes to:

Rick Arnold via email at: rdsdarnold@charter.net and HR@bluebirdmi.org