The American Indian Cancer Foundation (AICAF) is committed to reducing cancer burdens for Indigenous people through improved access to prevention, early detection, treatment, and survivor support. The CHIEF EXECUTIVE OFFICER (CEO) is the organization’s primary lead, and as such, is responsible for directing the strategic vision and providing leadership and oversight of all policies and practices in operations, finances, programs, and personnel. The CEO serves as the champion of all efforts to improve Indigenous cancer outcomes nationally.

RESPONSIBILITIES (including, but not limited to):
● Lead organizational development by building strategic partnerships and securing funding to guide initiatives consistent with the AICAF mission, vision, values and strategic plan
● Effectively engage multiple stakeholders to strengthen the organization’s national presence
● Provide leadership and oversight in the development and implementation of culturally-based, evidence-driven and fiscally-sound strategies in alignment with AICAF mission, vision and values
● Provide the necessary leadership and oversight to the leadership team to maintain a healthy, high-performing, and positive organizational culture
● Works closely with the Board of Directors to develop and execute a comprehensive strategic plan to achieve the organization's goals and objectives
● Lead the development of annual organizational strategic goals, objectives and work plans
● Provide leadership and oversight in all operational and programmatic functions
● Lead the development of organizational, fundraising, and financial plans
● Implement organizational plans and policies as authorized by the Board of Directors
● Provide oversight to ensure best practices of financial controls, budget monitoring, cash flows
● Set and monitor the annual budget and fundraising plan
● Responsible for the day-to-day operations
● Supervises, coaches, and evaluates staff
● Reports regularly to the Board of Directors
● Complete other duties as assigned by the Board of Directors

EXPERIENCE AND QUALIFICATIONS:
Required:
● Degree with 3+ years of leadership experience in a non-profit organization
● Experience in leading and managing employees (3+ years)
● Experience with federal and state grant compliance
● Solid understanding of non-profit management
● Extensive experience living in and working with Tribes, Alaska Native Corporations or Native Hawaiian Organizations.

An ideal candidate also has the following qualifications:
● A Master’s or Professional Degree with 3+ years of experience
● Solid understanding of evidence-based strategies in cancer prevention and control
● Strong organizational, leadership, and staff development skills.

KNOWLEDGE, SKILLS, ABILITIES
● Demonstrated decision-making and problem-solving techniques
● Strong passion for the mission, vision, and values of the organization
● Self-motivated with the ability to prioritize and carry out concurrent projects on deadlines
● Persistent attention to detail, while maintaining an overall view
● Demonstrated high work ethic, integrity and professional conduct
● Ability to manage, develop, and motivate staff.
● Ability to engage and interface with the Board of Directors and membership.
Chief Executive Officer

July 28, 2020

- Exhibit a high level of professionalism, emotional intelligence, and executive presence.
- Demonstrated capabilities in computer technology (Word, Excel, PowerPoint)
- Exceptional abilities in interpersonal communications, professional writing and public speaking

OTHER
- Available to work flexible hours as needed to get the work done
- Regular travel by air and by vehicle. Must have a current driver’s license
- Ability to promote and model a healthy lifestyle free from commercial tobacco and illegal drugs

Physical demands and work environment:
- Frequently required to stand, walk, and sit
- Continually required to talk, hear, and utilize hand and finger dexterity with a keyboard
- Occasionally required to climb, balance, bend, stoop, kneel or crawl
- Continually utilize visual acuity to operate equipment, read technical information
- Occasionally required to lift/push/carry items less than 25 pounds
- Frequently required to operate office equipment including phone systems, printers, copier

Compensation Package: Salary and generous fringe benefits package including paid time off, insurances (health, dental, disability, life) and 401K with employer match.

To apply: Submit cover letter and CV/resume to CEOsearch@aicaf.org by September 1, 2020. Applications will be reviewed monthly. Open until filled.
Learn more at www.AICAF.org  EOE/AA

Disclaimer: The organization reserves the right to change this job description at any time.