

Executive Director

CANCER LIFELINE



Optimizing quality of life for people
living with cancer since 1973

Space Needle
at Seattle Center

Leadership Opportunity
Seattle, Washington

CancerLifeline

www.cancerlifeline.org

ABOUT CANCER LIFELINE

Founded in 1973, Cancer Lifeline's mission is to optimize the quality of life for people living with cancer. We accomplish this by providing supportive services including classes and workshops, support groups, mental health counseling, retreats, limited financial assistance, and our original program, a support and resource phone line for people with cancer, their relatives, and caregivers.

Most Cancer Lifeline programs are offered at no cost to participants. Select intensive programs, including retreats and extended series, have associated fees; however, generous scholarship support ensures that financial barriers do not prevent participation.

Our work is supported primarily through individual donations and is supplemented by hospital contracts, grants, and sponsorships. The 2026 budget is close to \$1.9 million. Our work is powered by 11 dedicated, compassionate staff members. In addition, we contract with over 80 individuals to provide services to our participants. Cancer Lifeline is governed by a board of 20 and is augmented by an Advisory Council with 26 members who help tremendously with fundraising.

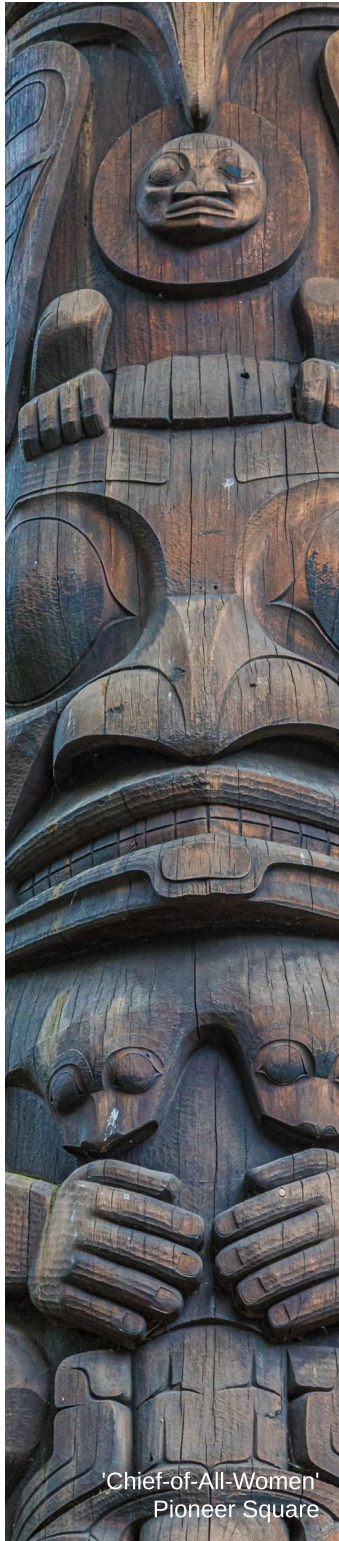
- **Founded: 1973**
- **Annual Budget: ~\$1.9M**
- **Staff: 11**
- **Contractors: 80+**
- **Board: 16**
- **Advisory Council: 26**

Cancer Lifeline is looking for an experienced leader with a passion for mission to take the organization into the future.



Peir 70, Seattle Waterfront

The Role



'Chief-of-All-Women'
Pioneer Square

The Executive Director (ED) serves as the strategic leader of Cancer Lifeline to advance our mission. This role encompasses fundraising, strategy development and execution, and financial stewardship. The Executive Director is a visible champion for our mission, inspiring stakeholders, and increasing our visibility throughout Washington State. The Executive Director reports to the board of directors. This is a full-time position.

ENSURE FINANCIAL VIABILITY AND PERFORMANCE

- Oversee budget creation, fiscal management, and compliance with audit standards
- In collaboration with the Development Director, develop relationships with major donors, secure gifts up to six figures, manage foundation and institutional giving, and build and strengthen relationships with corporate partners and hospitals

SET ORGANIZATIONAL STRATEGY AND DIRECTION

- Develop, maintain, and support a strong and engaged Board of Directors and Advisory Council; serve as ex-officio to all board committees; partner with board leadership to advance strategic direction, governance excellence, and mission impact
- Shape Cancer Lifeline's future by leading ongoing strategic planning with input from internal and external stakeholders
- Provide strategic leadership for program execution
- Continue integration of newly merged organization under a shared mission, brand, and culture

STEWARD A HEALTHY INTERNAL CULTURE

- Model and support a culture of wellness based on our values of transparency, inclusion, dignity and agency, and affirmation of lived experience
- Support staff professional growth and high-performance standards

INCREASE VISIBILITY OF CANCER LIFELINE

- Serve as the public face of the organization
- Strengthen relationships with donors, hospitals, and community partners
- Expand reach of Cancer Lifeline to more diverse populations
- Deepen and refine all aspects of communications including web presence and external relations with the goal of creating a stronger brand and increasing Cancer Lifeline's visibility.

Qualifications

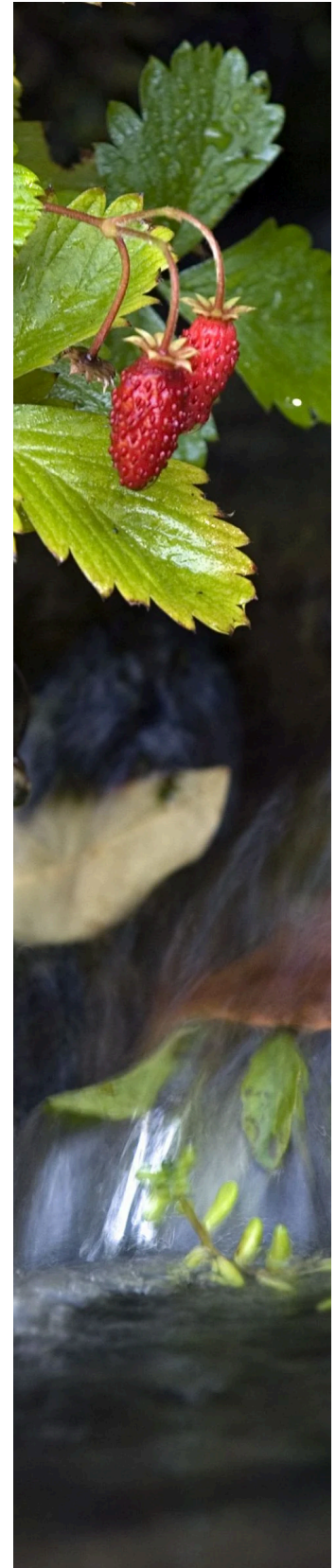
The ideal candidate brings a genuine passion for providing support for people living with cancer combined with proven leadership experience in nonprofit settings. Candidates will be considered based on the range of their lived and learned experiences, professional background, and direct and transferable skills. Cancer Lifeline seeks candidates with a compelling combination of demonstrated experience and skills.

REQUIRED QUALIFICATIONS INCLUDE

- At least 3 years of senior management experience in a nonprofit organization, human services and/or cancer support services preferred
- At least 3 years of successful fundraising experience including cultivating major donor relationships, securing institutional grants, and managing diversified fundraising efforts
- Strong financial acumen, budgeting, and fiscal oversight of an organization with a budget of \$1M or more
- Skilled in strategic planning and stakeholder management including developing compelling organizational strategies, executing on ambitious plans, and engaging diverse internal and external stakeholders

OUR IDEAL CANDIDATE WILL BE

- Committed to inclusion, and cultural humility
- An outstanding communicator
- Emotionally intelligent
- Able to balance strategic clarity, compassion, and courage

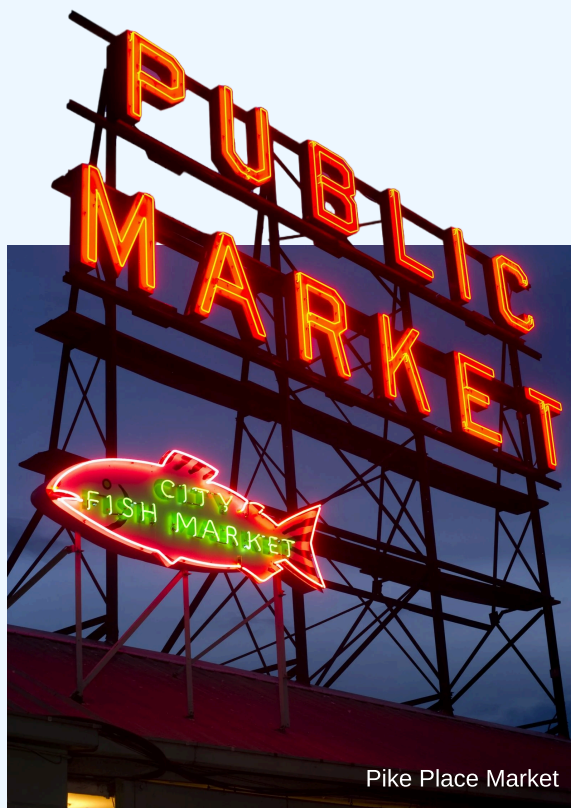


Compensation and Benefits

This is a full-time salaried position based in Seattle, WA, with flexible work arrangements available. This role will require flexibility to work occasional evenings and weekends.

Salary: Competitive salary commensurate with experience and qualifications. Anticipated range \$140,000-\$175,000, depending on background and demonstrated experience.

Benefits: Cancer Lifeline offers a competitive benefits package, including comprehensive medical, dental, and vision coverage, an employer-matched retirement savings plan, and paid time off.



HOW TO APPLY

Submit your resume and cover letter to: EDSearch@cancerlifeline.org with the subject line: ED Search

In your cover letter, please describe your interest and connection to CL's mission and how your experience relates to this job description.

Applications will be reviewed on a rolling basis; early applications are strongly encouraged. The position will remain open until it is filled.

Ideally, the candidate will be available to start work by September.

Cancer Lifeline is an Equal Opportunity Employer and is committed to building an inclusive organization. We do not discriminate based on race, color, religion, gender, gender identity or expression, sexual orientation, national origin, age, veteran status, the presence of any sensory, mental, or physical disability, or any other characteristic protected by law. We encourage applications from individuals from underrepresented communities and backgrounds.