



2900 Westchester Avenue, Suite 103
Purchase, NY 10577

Phone: 914.777.2777
www.cancersupportteam.org

The Deputy Executive Director Position:

Cancer Support Team (CST) has created a new position of Deputy Executive Director (DED).

The DED reports to the Executive Director (ED) and is responsible for supporting the ED in managing all operations of CST, including working with the ED, Board of Directors (BOD), Advisory Board to create a long-term vision and strategy to advance operational efficiency and drive an ambitious plan to continue to increase the number of patients served.

The primary responsibility of the DED is to develop, execute & evaluate fundraising efforts to support CST's mission and meet annual financial goals under the direction of the ED. This includes work on CST's growth-oriented marketing/ development plan and expansion of fund-raising to underwrite that plan.

The secondary responsibility of the DED is to learn the CST business model including program management, fiscal/financial, administrative and personnel functions. This includes assessing, evaluating, and recommending to the ED and Director of Patient Services (DPS) improvements in the effectiveness of CST's programs for patients, families, and staff, within the regulations and policies of the New York State Department of Health and applicable Federal requirements.

Specific Qualifications:

- Demonstrated successive growth in fundraising and development, including donor reporting and research.
- Demonstrated leadership experience (5-7+ years) in nonprofit, health care/social services.
- Proven success in team environments as a leader and member.
- Excellent communication skills, both oral and written.
- Proficiency in public speaking and independently representing CST.
- Knowledge of fundraising software, Microsoft Office, Salesforce, social media platforms.
- Experience in marketing, social media, and community outreach.
- Experience in budget preparation, fiscal administration, and personnel management.
- Demonstrated leadership in working with community partners and professional leaders.
- Other experience in addition to or in lieu of the above-mentioned qualifications.
- BA/BS degree required; graduate degree preferred.

The position is 40 hours per week, in-person at CST's office in Purchase, NY. In addition to regular duties, attendance is required at evening BOD meetings (5 times/year, often by Zoom) and occasional weekend and evening presence at other CST events.

Commensurate with experience, the DED salary range is \$85,000 - \$105,000 per annum.

About Cancer Support Team

Cancer Support Team is a licensed non-profit agency that assists anyone with a cancer diagnosis, at no cost, who lives in Westchester County, NY. Our team of registered nurses, case managers and social workers help patients cope with the cancer experience by giving them the information they need to find the best possible healthcare, treatment, resources, and social services.

For over 45 years, we have worked one-on-one with patients at their home, hospitals, cancer centers or in a community setting teaching and advocating for them.

To Apply: Send resume and cover letter to Tweiss@cancersupportteam.org