PALTOWN Executive Director
Remote

EXECUTIVE SUMMARY

Founded in 2017, PALTOWN is a 501(c)3 organization focused on empowering cancer patients and caregivers through community, training, and peer-to-peer disease education. Its first community, COLONTOWN, serves more than 11,000 colorectal cancer (CRC) patient and caregiver members through its network of 100+ private online groups, all managed by trained volunteer administrators drawn from the community. Programs like COLONTOWN UNIVERSITY, public-facing disease education, have broadened the impact and portfolio of offerings for the CRC community managed by PALTOWN. PALTOWN is a small, virtual organization whose work relies on the commitment of both its professional staff - all of whom have relevant lived experience - and the many patient and caregiver volunteers who help deliver its programs and services.

PALTOWN supports and manages COLONTOWN, provides community leadership training for patient and caregiver volunteers, and works to educate both COLONTOWN members and the broader colorectal cancer community about treatment options and clinical trials from shared lived perspectives. PALTOWN's broader mission is to increase its impact in colorectal cancer and potentially create similar communities for other disease spaces.

To support our dynamic growth, PALTOWN seeks an Executive Director (ED) who is passionate about empowering cancer patients and caregivers to navigate information needs and social isolation through training, technology, and developing purpose-driven community leadership. The ED will build on the groundwork laid by our founders, professional staff, and volunteer leaders to propel this early-stage organization to new levels through their strong collaborative leadership mindset, managerial acumen, and operational experience. They will collaborate with the PALTOWN Board and COLONTOWN community to evolve the organization's strategy and plans in response to new opportunities and challenges, leverage their ability to cultivate a deeply inclusive

organizational culture, and drive revenue development to help achieve the organization's goals.

ORGANIZATIONAL OVERVIEW

PALTOWN grew out of the need to provide management and support for the online COLONTOWN community, which had originally been created as a small volunteer effort. From the beginning, PALTOWN's programs have had their genesis in that community. Members and admins identify an unmet need, brainstorm a solution, and look to PALTOWN to provide the funding and structure to bring it to life. As the organization has expanded, these solutions have become programs, and community members have become the staff and key volunteers. Thus the organization centers on the populations it serves in a deeply-rooted way. Empowering and educating patients and caregivers not only transforms their ability to navigate cancer, but it directly enhances the impact of PALTOWN's programs through the innovation and stewardship of those community members who step up to help their "neighbors."

PALTOWN's organizational culture reflects this synergy between community and organization. The work is team-driven, decisions are made collaboratively wherever possible, and program planning is defined by a keen and shared understanding of the needs of the people we serve. From a functional perspective, the majority of staff are part-time due to the demands of treatment, survivorship, and caregiving. Teams must be able to adapt as members' ability to work fluctuates, sometimes unpredictably. PALTOWN is first and foremost a peer-to-peer enterprise, built on empathy, compassion, and a clear sense of purpose.

In addition to COLONTOWN, PALTOWN's current program offerings encompass leadership training, disease education, direct support, and outreach. Please see our website for details.

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THIS ROLE

Reporting to the Board of Directors, the ED will be entrusted with coordinating and overseeing PALTOWN's staff, programs, mission delivery and expansion. They will quickly immerse themselves in our core programs and operations through working alongside and supporting our dedicated team of staff and volunteer leaders, most of whom are personally impacted by cancer. Strong candidates will be both strategic thinkers and doers who are deeply passionate about our mission and experienced in creating inclusive, caring and respectful work cultures. In particular, candidates must demonstrate the capability to embrace the collaborative, patient-centric nature of the organization, including its commitment to supporting patients and caregivers as they return to the workforce as part of PALTOWN.

Core responsibilities include:

Strategic and Organizational Leadership

- Engage the board and staff in defining strategic plan, creating and implementing strategies to achieve organizational goals and success
- Recruit, develop, supervise and support staff of employees, contractors, and volunteers
- Foster an open, inclusive, and productive work environment
- Build partnerships in new disease areas, as appropriate, as part of PALTOWN's growth, establishing relevant relationships with funders, industry and community leaders

Fundraising and Revenue Development

- Develop successful fundraising processes and efforts
- Build relationships and engage the community, partners and funders in the mission
- Research and identify partnerships that result in increased funding

- Develop and oversee strategic planning and execution of organizational fundraising, inclusive of annual giving, major gifts, and metrics of success
- Hold primary accountability for the organization's revenue

Marketing and Public Relations

- Ensure sustainability and growth of the organization's reputation in the community
- Develop and maintain strong relationships with peers, stakeholders, and relevant industry associations
- Work closely with program staff to ensure transparency and alignment of program priorities with external engagement
- Serve as an effective face and advocate for the mission

Oversight of Programs and Services

- Coordinate the design and develop programs and services, in partnership with staff, volunteers and expert stakeholders, to meet the needs of the community
- Ensure programs and services have the resources and guidance needed for success
- Ensure programs and services maintain the intimacy of the CRC experience that make them unique

Oversight of Finance and Operations

- Make sure the organization is operating in compliance with all laws and regulations
- Provide overall financial and operational stewardship
- Ensure the organization has the tools and technologies needed to conduct business effectively

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QUALIFICATIONS

The ideal candidate will possess many of the following professional and personal abilities, attributes, and experiences:

- Passion for and experience with cancer-related patient care, evidence-based treatments and impacts
- Experience building inclusive teams and scaling nonprofit organizations
- Experience working primarily virtually, with a board of directors, part-time staff, and community-based volunteers
- A community mindset that fosters collaboration and strengthens the network
- Strong organizational management abilities, including team development, project management, and financial stewardship experience
- Proficiency in communicating with diverse stakeholders
- Direct experience with fundraising, inclusive of annual giving and major gifts
- Emotional intelligence and excellent communication and interpersonal skills
- Action-oriented, adaptable, and innovative approach to business planning
- Ability to collaborate effectively with diverse groups, including volunteers and staff primarily composed of those impacted by cancer as patients/caregivers
- Flexible and collaborative leadership style focused on facilitation and team building
- Comfort with peer-to-peer programming and open to creative, inclusive program design
- Integrity and a mission-driven, self-directed attitude

APPLICATION DETAILS

Due to the pace of this search, candidates are strongly encouraged to apply as soon as possible. Candidates may submit their cover letter, outlining their interest and qualifications, along with their resume to hiring@paltown.org.

If you need assistance and/or accommodation during the application or recruiting process, please email Tiffany Freeman at tiffany@paltown.org.

Full-time with negotiated, flexible hours or part-time with appropriate leveraging of staff talent will be considered. Candidates who are interested in part-time arrangement should state so in the cover letter. The salary range for this position is $110,000- $120,000 annual base salary plus a tailored benefit package. Salary for part-time will be prorated. Eligibility for bonus based on organizational health and financial growth metrics.

PALTOWN is an equal opportunity employer and complies with all federal, state, and local laws.