



Executive Director

Novato, CA

Mission

Okizu (oak-eye-zoo) takes its name from the Sioux language and means unity, to come together, to heal from a hurt, to make whole.

Based in Novato, Okizu's mission is to help all members of families affected by childhood cancer heal through peer support, respite, mentoring, and recreational programs. Okizu owns a 500-acre camp facility two hours from Sacramento near Oroville, California, as well as an office location with 12 staff members in Novato. For over 37 years, Okizu has collaborated with pediatric oncology treatment centers to provide camp and other programs to kids with cancer and their families. As one 14-year old Oncology camper describes it, *"Camp Okizu is the best place on earth!"*

Okizu is accredited by the American Camping Association (ACA) and has received the Children's Oncology Camping Association International's (COCA-I) Gold Ribbon. Camp Okizu is also a GuideStar Exchange Silver Participant and a Great Nonprofits Top-Rated Nonprofit. Its current operating budget is about \$2 million.

Summary

The Executive Director is responsible for fundraising and for managing the operations and programs of Okizu. Reporting directly to the Board of Directors and specifically to the Chair of the Board, the Executive Director works with the Board, staff, volunteers, and other stakeholders to sustain and develop a shared vision for the future, build understanding around the current mission, and develop and implement strategies to advance Okizu's mission.

This is an exciting opportunity to lead a growing and compelling organization with a passionate clientele and a strong, capable staff who are committed to delivering a high level of programming and service.

Responsibilities

Primary responsibilities include but are not limited to the following;

DEVELOPMENT

- Serve as the Chief Fundraising Officer of the organization – driving fundraising to achieve gross revenue goals and other specific financial measurements in tandem with strategic plans and financial goals. Chief fundraising goals include a substantial increase in new-source revenue.
- Achieve 5-year Strategic Plan goals, including initiation of capital campaign.
- Cultivate relationships with the media and various constituent and related groups including professional, educational, and political leadership.

ADMINISTRATION

- Oversee overall management of Okizu's fundraising, operations, and programs.
- Recruit, retain, and develop a top-performing team of staff and active volunteers.
- Ensure Okizu's compliance with all local, state, and federal legal requirements

BOARD GOVERNANCE

- Develop, maintain, and support a strong Board of Directors; seek and build board involvement and engagement.
- Communicate regularly with the Board Chair and Board on health of organization and of any risk management as well as provide timely reports as requested.
- In concert with the Chair of the Board, develop the agenda, content, and presentations for board meetings.

Experience and Competencies

- Proven success in fundraising development.
- Proactive, strategic, consensus-building leadership style.
- Experience as senior leader, preferably at Executive Director/CEO/President level.
- Strong written and verbal communication skills.

Compensation and Benefits

In addition to a highly competitive base salary, this role also includes health insurance, dental, vision, 403b plan, generous vacation program, 11 paid holidays and supplemental life insurance.

Physical Requirements/Work Environment

- Must be able to lift 15 lbs.
- Must be able to stand for at least one hour.
- Must be able to sit at computer workstation for long time periods.

Disclaimer

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

To Apply

Please send your resume and cover letter to Search Consultant Stacy Nelson at stacynelson@stacy-nelson-and-associates.com.