



SMITH CENTER
FOR HEALING AND THE ARTS
community. creativity. cancer support.

Job Description Executive Director

Position Description

The Smith Center for Healing and the Arts is seeking an Executive Director to succeed its founding Executive Director, Shanti Norris. The next leader will have the opportunity to build on a distinguished 20-year legacy and help further the Smith Center's mission to provide hope and healing to thousands of people living with cancer and serious illness in the District of Columbia. This is an excellent opportunity to lead a unique, effective and highly valued organization. Reporting to the board of directors, the Executive Director has overall strategic, operational, and programmatic responsibility to assure that Smith Center for Healing and the Arts (the Smith Center) achieves its mission.

Organization

Smith Center for Healing and the Arts was established in 1996, created from the extraordinary vision of Barbara Smith Coleman, an artist and cancer survivor, in collaboration with Michael Lerner, Ph.D., creator of Commonweal. The Smith Center became a place where people facing life-threatening illness, their caregivers, and medical professionals could experience the healing powers of art and creativity. The Center is located in the heart of the city's culturally vibrant U Street, NW Corridor.

With an annual budget of \$1.5 million, the Smith Center provides cancer support to over 400 unique visitors and over 1,800 visits through its small group and highly individualized services. An additional 3,000 community members visit the Smith Center's gallery annually.

The Smith Center's major program areas include:

Cancer Programs: The Center offers retreats and programs for adults living with cancer and their caregivers including yoga and stress reduction, creative expression, nutrition classes, as well as lectures and support programs. It also serves young adult cancer survivor populations.

Patient Navigation: Through the Institute of Integrative Oncology Navigation, the Smith Center offers innovative patient navigation trainings and contributes to the developing dialogue about patient care nationwide. Smith Center also offers individual patient navigation.

Arts & Healing: The Smith Center has become a leader in the nationwide movement to promote the use of the arts in healing. The Center does this through programs and exhibitions at the Joan Hisaoka Healing Arts Gallery and by developing and sharing a range of innovative programs and initiatives in the community and across the nation.

The Smith Center is showcased for the third time in the 2016-2017 *Catalogue for Philanthropy* as one of the “best small charities” in the Washington, DC area.

For more information, please visit www.smithcenter.org

Responsibilities of the Executive Director

Vision, Strategy, and Commitment

- Deeply understand and operate within Smith Center’s unique vision, mission, and healing culture.
- Lead the organization forward with great purpose and vision, open to opportunities and possibilities that advance the Center’s mission and strategic goals.
- Work successfully with the board of directors in developing and implementing organizational strategies.
- Inspire and excite others to embrace and pursue the organization’s vision and unique mission.
- Think creatively and boldly about the role(s) and strategies of Smith Center as it moves into the future.

Leadership and Management

- Oversee and effectively manage the Center’s operations, programs, finances, facilities, and staff; align and optimize resources to achieve the Center’s strategic goals.
- Ensure that adequate funds are available to permit the Center to carry out its work.
- Sustain the excellence and high quality of the Center’s programs.
- Energize, develop, and empower the senior management team, other staff and board.
- Maintain a working climate and culture, which attracts, keeps and inspires a diverse, top quality staff.
- Generate trust and respect across the entire organization, working collaboratively with senior staff leaders and the board

- Ensure that effective technology and other systems are in place to support the work of the staff, track the Center’s progress, and communicate its impact to participants, alumni, funders, donors, partners and other stakeholders.

Board Relations and Development

- Develop, maintain, and support a strong and diverse board of directors with the knowledge, experience, and skills to advance the Center’s unique mission, approach, and work.
- Serve as key staff and advisor to the Board of Directors.
- Working with the board chair, plan and coordinate board and committee meetings.

Fundraising and Sustainability

- Expand revenue generating and fundraising activities to support the center’s operations.
- Develop with staff a comprehensive strategic fund raising plan that focuses on diversifying the Center’s funding base, including major gifts.
- Develop a sustainable business model that supports the Center’s operations, the full scope of its programs and services, consistent with its culture.
- Cultivate and nurture all current and potential funding relationships and opportunities

Outreach, Marketing and Communications

- Develop and implement with staff a marketing strategy that touches all aspects of communications and outreach – from web and social media presence to external relationships.
- Develop a personal and organizational presence in the cancer support community and the community at large.
- Act as the Center’s chief spokesperson.

Relationships, Networks and Partnerships

- Establish and/or strengthen mutually beneficial relationships with a diverse group of stakeholders both locally and nationally, e.g. funders, health care professionals and organizations, healers, artists, alumni of the Center’s programs, and others with the goal of enhancing the Center’s identify and its ability to increase the number of people it serves.
- Build upon, develop, and/or participate in partnerships across multiple institutions and communities that strengthen and advance the organization’s mission.
- Participate in networks and partnerships that advance the mission of the organization and amplify the Center’s work.

Qualifications and Characteristics

The Executive Director will be thoroughly committed to the Smith Center's mission. All candidates should have proven leadership, fund raising, and relationship management experience. The successful candidate will also bring many, if not all of the following demonstrable professional qualifications, skills, and experiences to the position.

- Masters degree or equivalent. At least 10 years of professional experience.
- Demonstrated breadth and depth of managerial experience in non-profit organizations, preferably in the top leadership position.
- Experience in cancer support and/or integrated care, with a thorough understanding of and appreciation for the unique, intimate, spiritual and healing program work of Smith Center.
- Strong and savvy development mindset, with significant fund raising knowledge, skills, and results.
- Excellent written and verbal communicator.
- Experienced, thoughtful, and successful administrator.
- Success in building strong and productive relationships with boards of directors.
- Creative, analytical, and forward thinker.
- Inspiring leader, with an ability to engage others in her or his vision.
- Willing to make difficult decisions.
- Comfortable thinking beyond the norm.
- Skillful in synthesizing complex or diverse information
- Capable of balancing internal demands of staff development, program design, gallery operations with more external demands of board relations, funder engagement, communications and marketing.
- Excellent interpersonal and listening skills, with the ability to relate to a range of people – from participants in cancer support groups to funders; board members to hospital staff.
- Problem solver.

Additional personal qualities of a successful candidate include:

- Compassion
- Empathy
- Sense of Humor
- Energy and Enthusiasm
- Courage
- Innovative
- Integrity
- Clarity
- Strong moral compass
- Ability to inspire

- Self Awareness
- Relentless Learner
- Optimism and Creativity
- Deeply held belief in Smith Center's unique mission and values

Salary will be commensurate with experience.

Application Process

To apply, please **email** a 1-3 page cover letter describing your interest and qualifications, your resume, and salary requirements to: search@smithcenter.org, subject line: Application.

If you have questions about the search, please contact Margaret O'Bryon at search@smithcenter.org, subject line: Inquiry.

Closing Date

Resume review begins March 31, 2017 and will continue until the position is filled.

Smith Center for Healing and the Arts is an equal opportunity employer and proudly values diversity. Candidates of all backgrounds are encouraged to apply.