

Job Description

Executive Director

**Position Description**

The Smith Center for Healing and the Arts is seeking an Executive Director. The next leader will have the opportunity to build on a distinguished 23-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. Working closely with the Board of Directors, the Executive Director has overall strategic, development, 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 Shanti Norris and 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.

The Smith Center’s major program areas include:

Cancer Support Programs: The Center provides an integrative approach to the cancer continuum and offers a range of [programs](http://smithcenter.org/programs-retreats.html) for adults living with cancer and their caregivers including: yoga and stress reduction; creative expression; nutrition classes; as well as lectures and support groups. It also offers individual patient navigation and has a robust program to serve young adults who have been impacted by cancer.

Cancer Retreats: Since its inception, the Smith Center has offered residential retreats for small groups of cancer patients and survivors, and also cancer caregivers, modeled after those sponsored by Commonweal. These provide participants the opportunity to engage in activities that explore what it takes to heal mind, body and spirit after a cancer diagnosis, delivered in a natural and healing setting.

Arts & Healing: 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](http://smithcenter.org/arts-healing/joan-hisaoka-art-gallery.html) and by developing and sharing a range of innovative programs and initiatives in the community and across the nation.

Recognizing the power of the arts as a healing agent, in 2008 Smith Center launched the *Joan Hisaoka Healing Arts Gallery at Smith Center for Healing and the Arts*. The gallery is a nonprofit arts space in Washington, DC dedicated to exhibiting fine art that explores the innate connection between healing and creativity. A second location has opened at the new Inova Schar Cancer Institute in Fairfax, VA.

With an annual budget of over $1.5 million, the Smith Center provides cancer support to over 750 unique visitors and over 2,900 visits through its small group and highly individualized services and 3,200 community members visiting the Smith Center’s gallery annually.

The Smith Center is showcased for the fourth time in the 2019-2020 *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 a Board of Directors in fund development
* 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.

Fundraising and Sustainability

* Expand revenue generating and fundraising activities to support the Center’s operations.
* Further develop a comprehensive strategic fundraising plan that focuses on diversifying the Center’s funding base, including major gifts.
* Be an exceptional fundraiser. Cultivate and nurture all current and potential funding relationships and opportunities

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.

Leadership and Management

* 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/Committee Relations and Development

* Develop, maintain, and support a strong and diverse volunteer committee/Board of Directors with the knowledge, experience, and skills to advance the Center’s unique mission, approach, and work.
* Working with the Board/committee chair, plan and coordinate Board and committee meetings.

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.

**Qualifications and Characteristics**

Candidates should have proven leadership, fundraising, and relationship management experience. The successful candidate will also bring many, if not all of the following demonstrable professional qualifications, skills, experiences, and personal qualities to the position.

* Strong and savvy development mindset, with significant fund-raising knowledge, skills, and demonstrated results.
* BA or equivalent
* Demonstrated breadth and depth of managerial experience in non-profit organizations, preferably in the top leadership position.
* Three-year experience in cancer support and/or integrated care
* Inspiring leader, with an ability to engage others in her or his vision.
* Successful record in building strong and productive relationships with boards of directors.
* Excellent written and verbal communicator.
* Creative, analytical, and forward thinker.
* Experienced, thoughtful, and successful administrator.
* Deep listener and problem solver.
* 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 skills, with the ability to relate to a range of people including participants in cancer support groups, funders; board members and hospital staff.

Additional personal qualities include:

* Compassion
* Empathy
* Self-Awareness
* Sense of Humor
* Energy and Enthusiasm
* Courage
* Innovative
* Integrity
* Clarity
* Strong moral compass
* Ability to inspire
* 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** a1-3 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 Senior Strategic Advisor Julia Rowland and Board of Directors Chair Jackie Ogg at search@smithcenter.org, subject line: **Inquiry.**

**Closing Date**

Resume review begins September 1st, 2019 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.**