



CANDLELIGHTERS CHILDHOOD CANCER FOUNDATION OF NEVADA

CHIEF EXECUTIVE OFFICER
\$DOE + Competitive Benefits

Apply by: TBD (First Review, Open Until Filled)

THE ORGANIZATION

For more than 40 years, Candlelighters Childhood Cancer Foundation of Nevada (Candlelighters) has provided emotional support, quality of life programs, and financial assistance for children and families impacted by childhood cancer. Serving more than 364 families and over 1,027 children annually, Candlelighters works hand-in-hand with healthcare providers, volunteers, and donors to ensure no child faces cancer alone.

The organization is governed by a Board of Directors and supported by a dedicated staff of full-time, part-time, and contract professionals. Candlelighters' annual operating budget is \$2.2 million, with strong support from foundations, corporations, and individual donors. The organization maintains 10 months of operating reserves and is actively engaged in an \$8 million Capital Campaign to eliminate building debt and expand services.

Strategic Priorities (2025–2028):

1. Complete Capital Campaign & Eliminate Building Debt
2. Expand Family Services Programs
3. Grow Community Engagement & Partnerships

THE POSITION

The Chief Executive Officer (CEO) is appointed by and reports directly to the Board of Directors. As Candlelighters' top executive, the CEO is responsible for advancing the organization's mission, implementing Board policy, and providing strategic leadership to ensure the sustainability and growth of programs.

The CEO oversees a talented team, inspires more than 500 volunteers annually, and maintains strong community and donor relationships. The role requires balancing external engagement with internal management, ensuring effective fundraising, fiscal stewardship, and organizational development.

OPPORTUNITIES & PRIORITIES

- **Capital Campaign Leadership:** Guide efforts to raise the remaining funds of the \$8 million campaign, strengthen donor cultivation, and eliminate building debt.
- **Program Expansion:** Grow family services to provide more comprehensive emotional, educational, and financial support.



- **Community Engagement:** Enhance visibility, partnerships, and collaborations with corporate, foundation, and community stakeholders.
- **Organizational Alignment:** Review and consider implementation of a revised organizational chart for 2026 to better align workload, staffing, and responsibilities.
- **Sustainability & Growth:** Diversify revenue sources, strengthen reserves, and ensure operational excellence for long-term impact.

THE IDEAL CANDIDATE

Required Education & Experience:

- **Leadership Experience:** Minimum of 7 years of business and/or nonprofit executive management experience.
- **Fundraising:** Demonstrated success leading major gifts, institutional funding (foundations/corporate/government), and grant identification/management.
- **Board partnership:** Ability to work effectively with Board of Directors, understanding governance vs. management, and communicating transparently with board leadership and committee members.
- **Operational & Financial acumen:** Hands-on experience with budgeting, forecasting, internal controls, financial reporting, and ability to align programs and operations with financial reality.

Preferred Experience & Skills:

- Bachelor's or Master's degree in nonprofit management, business administration, public relations, human resources or related field.
- Experience in capital campaigns and major donor development.
- Proven ability to engage diverse stakeholders and serve as a strong community spokesperson.
- Track record of motivating staff and fostering an inclusive, positive workplace culture.
- Knowledge of childhood cancer, pediatric health issues, or nonprofit family services.

Leadership Characteristics:

- Charismatic, external-facing leader with exceptional communication skills.
- Strategic thinker who can translate vision into actionable results.
- Collaborative, transparent, and mission-driven.
- Committed to diversity, equity, and inclusion.

COMPENSATION & BENEFITS

- **Salary:** Competitive and commensurate with experience.



- Benefits: Comprehensive package including health insurance, retirement plan, paid time off, and other nonprofit executive benefits.
- This position is based in Las Vegas, Nevada. Relocation assistance not available.

HOW TO APPLY

All qualified candidates are encouraged to apply. Please submit a cover letter, resume, and salary requirements electronically to: careers@candlelightersnv.org.

Applications will be reviewed on a rolling basis. Position open until filled.

Candlelighters is committed to hiring and retaining a diverse workforce. We are an Equal Opportunity Employer, making decisions without regard to race, color, religion, sex, sexual orientation, national origin, age, veteran status, disability, or any other protected class.

To learn more about Candlelighters, please visit our website: candlelightersnv.org