



Program Director

Position Description

Partners for Cancer Care and Prevention (PFCCAP) seeks a passionate, mission-driven professional who is committed to driving responsive initiatives that improve health outcomes and serve a diverse community of cancer patients and caregivers. PFCCAP is currently a small team of two, plus support from board members, independent contractors, and volunteers. As such, collaboration and a willingness to take on diverse responsibilities are essential for our collective success. Reporting to the Executive Director, the Program Director will play a pivotal role in the development, implementation, execution, and evaluation of PFCCAP programming.

Responsibilities

The Program Director will provide key management expertise for PFCCAP's two programs: the Abdominal Cancers Alliance and the Breast and Cervical Cancer Program. This role requires program management, strategic project management, strong communication and multi-tasking skills, and a public health perspective to ensure programs meet their objectives, operate within budget, and achieve high standards of quality and efficiency. The Program Director will work closely with cross-functional teams of stakeholders and external partners to drive program success and continuous improvement.

- Lead ongoing development, implementation, and management of PFCCAP's programs.
- Provide input and support to the Executive Director in creating the organization's strategic plan and program budgets.
- Represent the organization at meetings, conferences, and events to build partnerships and promote its mission.
- Develop tools and metrics to measure and report on impact of programming, including quarterly reports to the Executive Director and Board of Directors and in the annual Impact Report. Monitor program activities, evaluate outcomes, and make data-driven adjustments to enhance effectiveness.
- Manage contractors and volunteers supporting programs capacity, and train as needed.
- Manage program budgets, monitor actuals and any variances, and identify means of resolution as needed.

Abdominal Cancers Alliance

A key function of this position is to manage the Abdominal Cancers Alliance, a new program under continuous development. As core components of the program are rolled out, the Program Director will manage program operations as well as support the ongoing program development.

- Support the Executive Director in maintaining a long-term program sustainability plan, including program development and budget.
- Maintain thoughtful documentation of communications with key stakeholders - including patients/caregivers, medical professionals, and partnering organizations - and document their

perspectives and needs; follow through on ensuring that PFCCAP is responsive to those needs.

- Maintain the Alliance website and ensure web content is updated regularly, support further development of the site as needed.
- Oversee continued development of content available on the website, including medical resources and patient- and caregiver-generated content through the support of volunteers and contractors.
- Oversee coordination of the Patient and Caregiver Network, an initiative that connects patients and caregivers to volunteers who have similar cancer experiences. Includes managing volunteers and contractors and coordinating development of resources for participants.
- Manage relationships with other partner organizations associated through the Abdominal Cancers Alliance to fulfill the mission of education, connection, and patient support. Manage PFCCAP communications to promote partnering organizations and their activities. Support Executive Director in developing and deepening relationships with organizations, and identify and help vet future partnerships.
- Facilitate engagement with members of the advisory board, a body of physicians providing guidance and best practices in Alliance service offerings. Manage relationships with their teams - including assistants, key office staff, or other designees - to realize promotion of the Alliance to their respective networks. Support President and Executive Director in identifying and building relationships with prospective advisory board members.
- Facilitate development of testimonials provided by patients and caregivers, including written and video formats, for distribution across communications platforms.
- Oversee production of events that promote the Alliance and further its mission of education, connection, and patient support.
- Manage ongoing growth of the program, including opportunities and strategies to deepen, expand, and diversify service offerings. Identify resources needed for the maintenance and growth of the program, including technologies and additional contractor and volunteer capacity.
- Support ongoing program development and roll-out of new initiatives, including but not limited to educational activities, promotional activities, and development of a regional hub model to engage the Alliance community across North America.

Breast and Cervical Cancer Program

- Manage relationship with local team in Cali, Colombia to ensure sustainable delivery of services to community of cancer patients.
- Coordinate with partner organizations to procure product donations - including but not limited to breast prostheses, mastectomy bras, and wigs - and coordinate delivery to local team.
- Work with local team to identify metrics and cases for program impact reporting.
- Coordinate with local team to develop the annual program budget; review against actuals on a regular basis to identify variances and resolve.

Operational Support and Other Duties

- Support a regular communications schedule with program-focused content to engage PFCCAP networks across social media platforms, website, and mass email communications.

- Support development activities through prospective funder research and funding requests, and help produce fundraising events.
- Use and support maintenance of back office systems including CRM, Google Drive, and communications platforms.
- Adhere to the PFCCAP Financial Processes and Policies such as data entry processes, PCI Compliance, etc. Assist in documenting processes as requested.
- As the organization, the staff, and the role of the Program Director develop over time, other duties shall be assigned by the Executive Director or Board of Directors

Qualifications

- Minimum of 5 years of experience in program or project management, with a proven track record of managing multiple programs or projects simultaneously. Preference will be given for prior experience in nonprofit public health, human services, or other community-oriented service industry.
- Strong leadership and team management skills, with the ability to inspire and motivate others.
- Excellent organizational and multitasking abilities.
- Strong analytical and problem-solving skills.
- Proficiency in project management software and tools.
- Exceptional communication and interpersonal skills, with ability to analyze perspectives from a broad range of stakeholders.
- Ability to work under pressure and meet tight deadlines.
- Bachelor's degree in Business or Nonprofit Administration, Project Management, Public Health, or a related field.

Preferred Qualifications

- Track record of successful grant funding acquisition.
- Master's degree in Business or Nonprofit Administration, Project Management, Public Health, or a related field.

Work Environment

This is a primarily remote position with occasional travel required for quarterly meetings and events. Candidates must reside in the United States, though residence in the Baltimore, MD area is preferred.

This is a full-time position, with potential 35-40 hours-per-week arrangement. Flexible working hours may be needed to meet program deadlines and attend events.

Compensation and Benefits

This is an exempt position. The base salary range for this position is \$55,000 to \$65,000, commensurate with experience. Benefits include:

- Flexible leave policy
- Paid holidays

- Primarily remote work or work-from-home policy
- Monthly reimbursement benefit for healthcare premiums
- Mobile phone per diem

Confidential Information

This position will have access to sensitive, confidential, and personal information relating to the organization's activities and key stakeholders, including information relating to medical diagnoses and treatments. All employees of Partners for Cancer Care and Prevention agree to handle such information with care and abide by organizational policies and procedures for the protection and security of such information.

Equal Employment Opportunity (EEO) Policy

Partners for Cancer Care and Prevention is an equal opportunity employer and prohibits discrimination and harassment of any type without regard to race, color, religion, sex, sexual orientation, gender, identity, national origin, age, disability, or any other characteristic protected by applicable law.

How to Apply

Interested candidates should submit their resume and cover letter outlining their qualifications and experience to info@pfccap.org.