

Gilda's Club Rochester

Program Director/Community Outreach

Position Description

Position Summary

Gilda's Club Rochester Program Director, Community Outreach will coordinate the organization's programs for adults, children and families impacted by cancer. The individual will interface with Gilda's Club members, potential members, program staff, independent program contractors, volunteers, interns, and the community. Utilizing his/her skills, the director will provide a quality programming in full compliance with the Cancer Support Community program philosophy. Reporting to the CEO, he/she will work collaboratively throughout the organization to ensure that program efforts are consistent with and supportive of Gilda's Club overall strategic plan and vision. This position will require occasional weekend hours and one-two evenings per week.

Primary Duties

Serve as the coordinator of GCR's programs to meet the needs of individuals, children and families impacted by cancer by developing and coordinating monthly programming

Outreach and Engagement

- Identify, recruit and engage professionals, interns and volunteers to assist with facilitating children/teen/family programming and events
- Design, coordinate, and manage social and healthy lifestyle opportunities such as the Noogiefest Halloween Party, Family Arts and Crafts, Camp Open Arms and other quarterly/periodic events
- Cultivate and implement new ideas for GCR programming and program promotion opportunities
- Coordinate recruitment efforts in order to extend reach of services to a broader population.
- Conduct community presentations and attend other community engagement activities to increase participation and awareness
- Coordinate production and promotion of monthly program calendar and work with Events and Communications Director to distribute e-blasts/flyers to the membership and the broader community in order to increase participation
- Assess program effectiveness through development of participation measures; maintain accurate statistical and database records in accordance with both local and Cancer Support Community policies
- Assess member satisfaction and identify barriers to involvement through annual membership survey
- Actively support the Development Staff in identifying and developing program funding opportunities

Fiscal Management

- Develop the budget for the program functions, including forecasts, formulation of program and project priorities and recommendation for expenditures
- Work in conjunction with the CEO and other members of the fund development team in identifying potential funding sources, including support of the grant application process
- Manage the program area in a fiscally responsible way

Qualifications

- A BA/BS degree with a minimum of 5 years of experience in a program implementation and planning
- Administrative/management experience
- Demonstrated sensitivity, understanding and commitment to the Gilda's Club/CSC mission, core values
- Knowledge of the local community, cancer support services, and organizations for outreach efforts
- A track record of being an effective communicator, strong oral and written skills and outstanding people skills
- Computer literacy in Microsoft Office programs, especially Word and Excel, knowledge of database management programs preferred

Qualities

The successful candidate will

- A visionary and empathic leader committed to Gilda's Club mission and excited about its growth and potential
- A good listener and problem solver
- A hard worker with a high energy level willing to work flexible hours, including evenings and occasional weekends (full time, 40 hours per week)
- A motivated self-starter of integrity who is committed to service and excellence
- A team player who is flexible and creative

GCR is an equal opportunity employer and do not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender, marital status, sexual orientation, age, disability, veteran status, or any other characteristic protected by federal, state, or local law. We offer competitive salaries, excellent benefits, including major medical, long-term disability, life, worker's compensation and participation in a 401(k) plan

Salary will be commensurate with experience. For consideration, please email a resume and cover letter to Barbara Wooden at bwooden@gildasclubrochester.org. *No phone calls please.*