

West Cancer Foundation

Job Title: Director of Community Engagement and Outreach

Reports to: Vice President of Operations

FLSA Status: Exempt, Salaried

Position Summary

We are searching for a talented and professional Director of Community Engagement and Outreach to develop and manage all community outreach activities and programs. This person will represent West Cancer Foundation (WCF) and work with the management team to develop and implement initiatives that further increase our mission in the Memphis MSA. This person must be self-motivated, initiative-taking, enthusiastic and community-minded. The Director must possess a passion for our mission and a powerful desire to have a direct impact on our community. Within the organization, this position maintains collaborative relationships with the President and staff. In conjunction with the President, Vice President of Operations and the Community Engagement Committee (a sub-committee of the WCF Board) this position identifies, maintains and grows collaborative relationships with all stakeholders.

Essential Duties and Responsibilities:

- Together with the President and Vice President of Operations, provide recommendations for programmatic growth.
- Plan, manage and execute all WCF programs and services, including administrative and reporting duties.
- Prepare an annual budget for community outreach and programs activities.
- Prepare board reports and annual reports.
- Assist the Director of Research, Grants and Strategy with active list of grant opportunities to fund programs, assist in execution of grant proposals, and collect and compile data needed for follow-up and reporting.
- Understand and continually identify barriers to cancer care through collaborations and regional and national research.
- Build, grow and nurture relationships with all organizations that have shared visions and are committed to changing health inequities in our community. This includes, but is not limited to all hospital systems, oncology providers, primary care physicians and Federally Qualified Health Centers in the Memphis area.
- Schedule regular outreach opportunities in the community to maximize the number of individuals reached and ensure marketing is aware of all scheduled activities.
- Create and implement program impact and metrics measurements.
- Manage, report and document all events and opportunities to reach the desired audience.
- Serve as point of contact for program participant questions and requests and provide an elevated level of customer service to program participants.
- In partnership with the marketing team, create and disseminate educational materials for each program, and overall outreach activities supported by WCF.
- Insure that WCF literature is distributed to all community partners, including mechanism to re-supply as needed.
- Work with marketing team to ensure education and outreach content is continually updated and maintained on all media platforms and in printed materials.
- Maintain calendar of outreach activities, including community events, workshops, appearances and other communication opportunities
- Manage and inventory all program supplies.
- Recruit, train, maintain and support volunteers and activities for community events while always looking to create additional opportunities to engage new volunteers.
- Manage detailed database of all volunteers.
- In conjunction with the marketing team, suggest, provide and manage opportunities for volunteer appreciation.

- Attend and assist with all fundraising activities and events.
- Beyond approved programs and services provided, maintain database of all resources available for cancer patients with needs that are not currently addressed by WCF.

Minimum Requirements and Qualifications:

- Bachelor's degree from an accredited college or university in public health, social work, nonprofit management or related field
- Minimum three-year's experience in health-related and/or nonprofit field
- In addition to regular work hours, must be available for weekend health fairs other related events that take place on weekends and all fundraising events.
- Prior success working closely and building relationships with diverse groups of people and volunteers.
- Possess program development and project management experience along with programs evaluation skills.
- Excellent oral and written communication skills with emphasis on public speaking
- Excellent organizational skills with ability to work independently as well as ability to manage and motivate staff and volunteers.
- Excellent customer service skills with the ability to establish rapport with program participants of various backgrounds.
- Ability to juggle multiple priorities simultaneously and take initiative on new tasks.
- Computer experience with the ability to learn new applications and programs quickly.
- Must be proficient in Microsoft Office Programs (Outlook, Word, Excel, etc.)

Preferred Qualifications:

- Bilingual in English and Spanish
- Master's degree in public health, health education, nonprofit management, social work or related field

Work Environment/Physical Demands/Travel:

- Typical office environment with moderate noise level.
- Ability to work a flexible schedule, including evenings and weekends.
- Valid driver's license and reliable transportation
- Ability to stand, walk, reach, climb or balance, stoop or crouch, hand/wrist use, talk, see, and hear for extended periods of time.
- Ability to lift up to 50lbs.

Salary range:

\$65,000 – 70,000 depending on experience

To apply:

<https://loxo.co/job/MTAyMDItN2o0NGc3ZGJkaTFvamp4ZA==?t=1712681167438>