KOMEN COLUMBUS POSITION DESCRIPTION

Position Title: Mission Programs Manager

Reports To: Director of Mission

Supervises: N/A

Position Summary: Susan G. Komen Columbus is seeking a Mission Programs Manager to grow and manage the Affiliate’s grant portfolio and initiatives. This position is responsible for supporting Komen Columbus’ grant-making process, with an emphasis on grantee administration. This position requires an ability to build strong relationships with community organizations, volunteers, colleagues and the healthcare community. The Mission Programs Manager will work with community organizations, other non-profits, clinics, primary care providers, hospital systems, cancer centers, and individuals to administrate and grow Komen Columbus’ Community Health Programs. As a liaison between community programs supported by the Affiliate and the breast health community, an ideal candidate will maintain relationships and a working knowledge of health resources in the service area, manage and cultivate relationships, and support the Director of Mission in the management of the Community Health grants program to implement evidence-based strategies designed to have broad population impact on reducing cancer incidence and decreasing mortality rates.

Schedule: 40 hours/week, Full-time, Exempt. Requires ability to maintain a flexible schedule, including attendance at after-hours events and functions.

Travel: Ability to travel throughout service area. Attend Trainings/Affiliate Conference

Salary/ Benefits: Negotiable

Primary Responsibilities
The primary responsibilities of the MPM include: build and maintain relationships with the local healthcare community and resources, including current and potential grantees; promote Komen programs and other local resources, including the collection and marketing of success stories; plan, implement, and evaluate the Affiliate’s community health initiatives and outreach events; support the community needs assessment; support grant review, administration and monitoring activities; and provide assistance and support for other mission related programs.

Community Partnerships and Grants
• Assists in building relationships with breast cancer health resources such as health systems, state-based agencies, systems and institutions such as the Department of Public Health, Medicare/Medicaid, State employee health plans, commercial health plans or insurance
companies, Quality Improvement Organizations, state comprehensive cancer plans, Breast and Cervical Cancer Early Detection programs, primary care associations, and Community-based entities such as health center networks, health worker networks, clinics, etc.

- Administration of the grants process, including technical support, day to day grants management activities, site visits and working with grantees to grow and implement programming.
- Engages, recruits, trains, and manages grantees as applicable under direction from Director of Mission, including assistance in grants administration, review, and workshops
- Provides appropriate reports and recommendations for mission programming to Director of Mission, including conducting site visits, communicating and problem solving for grantee reports
- Collects, creates and works with the Director of Marketing and Communication to promote stories of individuals served by grant programs.
- Collaborates with hospital, health department, and/or cancer center staff to provide Komen resources, educational tools and support to appropriate patients.
- Manages mission initiatives to special populations, including, but not limited to, rural populations and the African American population (including Worship in Pink).

Community Education
- Promotes Komen’s tools and resources to target populations, including survivors and those suffering from breast cancer disparities as identified in the community profile.
- Support the mission and communications staff in the development, implementation and maintenance of current mission communications to include producing a monthly survivorship newsletter, mission information in the quarterly volunteer newsletter.
- Evaluates, develops, markets and implements initiatives for patient population to promote supportive care programming, especially for survivors through the Thriving program.

Community Resource Management and Referral
- Create and maintain a resource directory of all relevant breast health and breast cancer programs and services in the continuum of care in the service area, including financial resources for patient support. Report on gaps in such resources.
- Receive, respond to, and track community resource and patient navigation calls in a timely manner.
- Assist in representing the Affiliate in area coalitions across the service area.
- Develop ongoing relationships with survivors, hospital social workers/patient navigators, and survivor support groups to keep them engaged and connected with Affiliate activities
- Other duties as assigned

Secondary Responsibilities
Community Needs Assessment
- Actively participate on the ad-hoc needs assessment committee and assist the Director of Mission in coordinating all activities associated with the quadrennial community needs assessment, which evaluates breast health and breast cancer service needs in the Affiliate service area, and the bi-annual assessment update.
- Assist in the development and delivery of trainings on the community needs assessment.
• Support the creation of communications plan to disseminate needs assessment findings to the public, including legislative officials and sponsors.

Grants
• Aid the Director of Mission in the administration of grants and maintenance of working relationships with grantees.
• Act as a backup for and assist the Director of Mission in all grant related activities, including the Request for Applications (RFA); the Affiliate’s Grants eManagement System (GeMS); grant review, award, and oversight; grantee reporting; and grantee site visits.

Public Policy
• Support the Director of Mission with the public policy efforts of the Affiliate, including the coordination of legislator attendance at Affiliate events.

QUALIFICATIONS
• A Bachelor’s Degree (preferably a Master’s Degree) in public health, health administration, health education, social work, communications, political science, public policy, education, community development, or related fields, or a minimum of 3 years’ experience in related field.
• Experience in grants management and/or grantwriting.
• Non-profit experience, Master’s degree in public health, Certified Health Education Specialist (CHES) a plus.
• Working knowledge of key stakeholders and experience working in central and southeastern Ohio a plus.
• Must have car, valid driver’s license, and automobile insurance.
• Ability to lift at least 20 pounds.
• Knowledge and experience in community organizing. Familiarity with community development principles and tools that strengthen community participation.
• Experience planning and facilitating meetings, identifying community needs, working with community leaders and volunteers of diverse backgrounds.
• Strong experience with community-based program planning and implementation.
• Outcome driven with ability to respond to changing circumstances and priorities.
• Ability to manage and motivate groups and individuals.
• Knowledge of health policy and oncology issues
• Demonstrated initiative and follow through.
• Excellent oral and written communication, presentation, and interpersonal skills.
• Remains composed under stress, handles responses to criticism tactfully and delivers on organizational commitments.
• Ability to analyze and integrate information from relevant sources.
• Proficient in computer-based information systems.
• Strong strategic planning skills.
• Extensive knowledge of state health care and insurance structures, Medicaid and Medicare practices and policies, health care markets, managed care organizations, and primary care infrastructure.
• Knowledge of program development, outcome-based interventions, educational processes and evaluations.
• Strong knowledge of health status data statistics and analysis, chronic disease tracking, and reading and interpreting cancer statistics.
• Maintains general knowledge of science and evidenced based best practices through monitoring current research and practices, attending trainings, and participating in regional meetings.
• Maintains general knowledge of health system and insurance systems through community meetings and engagement with local leaders.