



TITLE: PROGRAM MANAGER, ENGAGEMENT

SUPERVISOR: DIRECTOR, ENGAGEMENT & ADVOCACY

The Program Manager, Engagement, will work to advance SFA's community engagement priorities and strategic goals. The Program Manager will work closely with the Director of Engagement and Advocacy to engage the sarcoma community in SFA's mission.

ESSENTIAL DUTIES & RESPONSIBILITIES

The Program Manager, Engagement, will be responsible for the following:

- Manage SFA's network of sarcoma ambassadors and community advisory groups.
- Assist in developing new strategic partnership opportunities that advance the organization's patient education efforts; manage partnership relationships and ensure execution on deliverables (Pharma and other organizations).
- Assess community needs through surveys, focus groups, and stakeholder meetings to inform program development.
- Identify education opportunities and work together with the Research Engagement team to execute SFA's education priorities.
- Collaborate with the Director of Engagement and Advocacy to plan and execute Advocacy Weekend- Hill Day.
- Partner with the Research Engagement team on patient-focused research projects to identify patient advocates for participation and support.
- Develop and manage SFA's database of patient advocates. Understanding who may be best to represent the organization, provide feedback, and engage with our initiatives.
- Assist with website patient engagement content, including drafting, editing, and proofing content. Identify content relevant to health policy, advocacy, and science education; collaborate to write and distribute this information through communication channels to educate and engage the sarcoma community.
- Identify and lead the development of materials/initiatives that enhance SFA's support for sarcoma patients and survivors and create greater understanding of SFA programs and mission within the sarcoma community. Works closely with the communications team to promote patient education tools and resources.
- Represent SFA at meetings and community events to enhance visibility and foster partnerships.
- Willingness to travel.

- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position does not have any supervisory responsibilities.

SKILLS AND QUALIFICATIONS

- Experience with outreach and engaging a community to advance an organization's goals.
- Experience in patient advocacy and support in the cancer space.
- Ability to build and maintain positive relationships with external organizations and stakeholders.
- Strong written and verbal communication skills with the ability to communicate with both external and internal stakeholders.
- Creative and resourceful problem-solving skills; innovative thinking skills, and the ability to make decisions independently and confidently.
- Excellent organizational skills and ability to set and meet goals and deadlines. Able to manage multiple timelines and complete tasks on-time and within budget.
- Travel is required.

Other qualifications include:

- Bachelor's degree plus a minimum of 7 years' experience within a health organization or related field such as public health, health education, or health promotion, or equivalent combination of education/experience.
- Direct experience with sarcoma is strongly preferred.
- Self-starter and entrepreneurial spirit.

This is a full-time/exempt position. The staff works primarily remotely; however, some staff travel to the office infrequently throughout the month to prepare events and complete other tasks. This position can be fully remote. Please email your resume and cover letter with the salary requirements to hr@curesarcoma.org with the subject line "Program Manager, Engagement."