



## **Gilda's Club South Florida - Director of Program Services**

Department: Program Services

FLSA Status: Exempt

Supervisor's Title: President and CEO

**Job Summary:** Director of Program Services implements the Cancer Support Community service delivery model through the leadership of customizing national initiatives locally, designing community awareness and outreach programs, intake and assessment, customer relations, program delivery, evaluation and quality improvement in cancer support.

### **Essential Functions:**

1. Plan, lead and implement clinical and non-clinical programs, designed to decrease distress and social isolation while improving social supports and treatment options for those impacted by cancer, as well as supporting the mission and agency's growth plan.
2. Responsible for supervising staff including direct, mid-management-level, contract workers and volunteers.
3. Collaborate with Development Team on funding and partnerships.
4. Build and maintain strong relationships with hospitals, nonprofit partners, and other external partners (i.e. funders, donors) to expand our impact.
5. Responsible for developing the annual department budget, monitoring programs, training, performance reviews, and development processes that ensure staff performance, accountability and promote appropriate levels of autonomy.
6. Primary liaison with Cancer Support Community HQ' program initiative staff as well as program counterparts across the country.
7. Responsible for exceeding minimum National standards and practices (CQI). Set capacity goals in collaboration with the program managers to develop agency scorecard.
8. Monitor organization effectiveness and program performance, compile accurate information for reports, tracking performance and develop measures to maximize productivity, ensure growth and manage risk.
9. Assists in the development of grants and proposals to support the organization's fund raising agenda and assists with mandated reporting requirements for grant initiatives and other targeted funding sources.
10. Communicate the agency's branded message internally and externally, and represents the agency in community meetings and through collaborations with other service providers.
11. Represents program services in external funder/partner meetings, in board meetings, and in program committee meetings.
12. All other duties as assigned.

### **Qualifications:**

- Master's degree and licensed mental health professional, (i.e., social work, mental health counseling, etc.) with emphasis on program management;

- Computer literacy and competency with electronic tracking systems;
- A strategist who is adept at planning, prioritizing, multi-tasking, organizing and following through while remaining highly energetic and focused;
- Build a strong, outcomes focused performance culture within the program team
- Cultivate, hire, and manage a high-performing team
- A team builder with strong skills in management and leadership;
- A catalyst with vision who can create excitement and energy around the Gilda's Club south Florida's programs and encourage others to support the organization -- persuasive, persistent, and determined in the pursuit of the organization's program goals;

Experience:

- At least 5 years of proven experience in individual and group counseling
- A minimum of 3 years in a leadership position with demonstrated experience in managing people, programs and budgets. Ability to work in a hands-on environment with limited resources;
- Ability to effectively gain the respect and support of various constituencies, including board and staff members;
- Ability to thrive under pressure while working on multiple tasks and projects
- Ability to set priorities for self, team, and peers, and adjust when priorities change

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**About Strategic Philanthropy:**

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

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