

BRAKELEY SEARCH

LEADERSHIP SEARCH PARTNERS

POSITION SPECIFICATION

DIRECTOR OF PROGRAMS Cancer Support Community San Francisco Bay Area *Walnut Creek, CA*

Brakeley Search

formerly known as Leadership Search Partners,
is a search firm focused exclusively on the nonprofit sector.
As a division of Brakeley Briscoe, Inc. (BBI), Brakeley Search firm works with
local, national, and international nonprofits to help them hire exceptional senior-level leaders.

Managing Director, Scott Staub, ACFRE

is leading this search assignment. Inquiries may be made, in confidence,
to Scott Staub at sstaub@brakeleysearch.com.

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TITLE: Director of Programs

ORGANIZATION: Cancer Support Community San Francisco Bay Area

LOCATION: Walnut Creek and Antioch, CA

REPORTS TO: Chief Executive Officer

CANCER SUPPORT COMMUNITY'S MISSION

Cancer Support Community (CSC) supports people facing cancer in the San Francisco Bay Area community to become healthier, live longer, and live better. Our mission is to ensure that all people impacted by cancer are empowered by knowledge, strengthened by action, and sustained by community.

ABOUT CANCER SUPPORT COMMUNITY

Cancer Support Community San Francisco Bay Area provides free comprehensive support programs including counseling, support groups, nutrition, exercise, emergency financial assistance and patient education programs as well as special programs for teens and children. Our evidence-based programs enable cancer patients and their loved ones to partner with their treatment team to manage their treatment and improve health outcomes and quality of life.

Programs are offered in-person at our Walnut Creek and Antioch centers and virtually as well in English and Spanish

CSC never turns anyone away, and all of their services are always provided at no cost in order to be readily accessible to people facing cancer in their time of need.

Cancer Support Community San Francisco Bay Area was founded in 1990 as The Wellness Community San Francisco East Bay and has provided support to thousands of cancer patients and their loved ones.

CSC is an affiliate of the international Cancer Support Community organization, the largest provider of support services for cancer patients and their loved ones in the US, and adhere to the highest quality standards of practice. We operate as an independent nonprofit organization which means we do not receive funding from the international Cancer Support Community organization and all of the donations we raise support programs and services in our local community.

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ABOUT THE OPPORTUNITY

The Director of Programs (DOP) is responsible for the administration, oversight, and leadership of all support programs of the Cancer Support Community SF Bay Area; the supervision of all clinical facilitators and adjunct instructors; and the provision of direct clinical services for people of all ages affected by cancer in accordance with CSC national and local standards, policies, and procedures. The Director of Programs builds and maintains relationships with participants, program professionals, speakers, and key programmatic constituents in the healthcare, medical and academic arenas; develops and manages the program budget, maintains program statistics and reports. The Director of Programs works closely with the CEO and others to provide programmatic consultation as it relates to general operations, outreach, and marketing, grant writing and reporting and, on an as needed basis, participates in fundraising activities. The Director of Programs is expected to maintain licensure in the state as a mental health professional, to keep up to date on psychosocial oncology practice and research issues, and to represent the affiliate at the annual Affiliate Leadership Conference and other professional meetings. The Director of Programs must embody the highest professional standards and demonstrate warmth and compassion as they work with participants, staff, volunteers and others in building and maintaining a sense of community.

Cancer Support Community is a strong and vibrant organization with dedicated volunteers, highly skilled staff, solid finances, and philanthropic support. This is an excellent opportunity for someone looking to build upon the great foundation of current leadership and expand CSC's outreach and services. The successful candidate will be an accomplished clinician and enjoy leading a team who is passionate about ensuring that anyone whose life is impacted by cancer and seeks CSC's support is able to receive it. The CEO is looking to the next Director of Programs to partner with him and the Board of Directors to substantially increase the delivery of programs over the next few years to achieve the ambitious goals of CSC. Evaluating the feasibility of technology to further CSC's services to participants of CSC, while not losing the personal touch that is a hallmark of CSC's care and support, will be part of the vision for the future.

Key Responsibilities

- **Leadership**
 - Provide leadership, management, and mentoring to clinical staff; provide guidance on best practices and strategy when needed
 - Partner with the Chief Executive Officer, other Leadership Team participants, and Cancer Support Community Board of Directors in order to deliver effective strategies for participants engagement

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- Develop and monitor program budgets as well as pursues funding opportunities with the CEO and Development staff
- Represent CSC to the Professional Advisory Board by coordinating recruitment/retention, regular communications, and networking activities
- ***Program Administration***
 - Develop, refine, and implement strategies for programs with a focus on increasing services to underserved communities
 - Develop and create programs and services for cancer patients and their families.
 - Develop content for program calendar which includes recruiting and supervising workshop leaders and adjunct instructors, creating calendar descriptions, program flyers, etc.
 - Orient and monitor workshop presenters, adjunct instructors and other CSC speakers to ensure quality, fair balance and adherence to CSC policies.
 - Supervise the planning and implementation of events for participants
 - Analyze reports to make strategic decisions to maximize member participation; prepare and present information and progress to Cancer Support Community's senior leadership team, the board, and partners
 - Collaborate with CEO and CSC staff to identify funding opportunities
- ***Clinical***
 - Facilitate regular clinical supervision sessions for facilitators and interns to monitor group process issues, group coverage and program changes, staff announcements and continuing education about the CSC model and methodology
 - Facilitate support groups and monthly networking/drop-in groups if needed. Provide crisis intervention and short-term counseling to participants in distress if needed
 - Educate, train and monitor consistency for non-program staff and volunteers on the basics of the program and CSC in general

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Professional Experience/Qualifications

Experience:

- At least seven years of substantial and progressively responsible professional experience, including at least two years of experience supervising professional staff of two or more
- Demonstrated experience overseeing complex or multiple projects through to success, and coordinating the work of staff and partners
- Demonstrated success in program development, particularly in adapting programs to evolving needs and opportunities
- Strong clinical skills, including individual and support group experience and the ability to work with issues surrounding chronic and life-threatening illness

Skills:

- Exceptional leadership skills, with a collaborative spirit and strong management skills; demonstrated ability to inspire and motivate staff, board, and potential partners
- Strong strategic and implementation skills; ability to grasp the opportunities and challenges of the organization and the role
- Outstanding communicator; excellent speaking, writing and interpersonal skills

Personal Characteristics:

- Passionate about the mission of Cancer Support Community to create a better community for all children and families
- Commitment to understanding diversity, equity, and inclusion and willingness to help increase health equity for underserved communities

Education:

- Licensed Clinical Social Worker (LCSW), Licensed Marriage & Family Therapist (LMFT) or Clinical Psychologist (PhD or PsyD) in the State of California or be able to obtain licensure if outside of California.

COMPENSATION

A highly competitive compensation and benefits package will be made available to the qualified candidate. The salary range for the Director of Programs is \$125,000 to \$140,000 annually.

TO APPLY

Brakeley Search is conducting this search on an exclusive basis on behalf of Cancer Support Community. Interested candidates should apply via email by sending a resume and a letter outlining qualifications as PDF or Word documents to Chelsea Burr at CBurr@BrakeleySearch.com with "Cancer Support Community" in the subject line.

Inquiries may be made, in confidence, to Search Consultant Scott Staub at SStaub@BrakeleySearch.com.

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EOE STATEMENT

Cancer Support Community San Francisco Bay Area is an equal employment opportunity employer.

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