



# CANCER SUPPORT COMMUNITY.

**Vice President, Education and Support Programs**  
Washington, D.C.

The Cancer Support Community (CSC), the largest nonprofit provider of social and emotional support for people affected by cancer, is seeking a Vice President, Education and Support Programs to be based in Washington, D.C. Reporting to the President, the Vice President, Education and Support Programs, is responsible for programs and services that touch people living with cancer, their caregivers and loved ones, including education and outreach, the *Cancer Support Helpline*, online and virtual support services, and programmatic professional training. The Vice President, Education and Support Programs will ensure that CSC programs are carried out in accordance with the mission and philosophy of the organization as well as ensuring that they are of the highest quality. In addition, the Vice President, Education and Support Programs will lead CSC's program development and dissemination, across CSC's affiliate network and beyond.

Interested parties should submit a cover letter, salary requirements and a resume to [SSuettinger@cancersupportcommunity.org](mailto:SSuettinger@cancersupportcommunity.org).

## **MAJOR DUTIES AND RESPONSIBILITIES**

- Implement CSC's strategic plan for education and support programs, with the goals of increasing reach, broadening participation, and enhancing quality
- Oversee the delivery of direct services provided by CSC online, by telephone and/or in-person
- Create new market opportunities by enhancing existing programs and services and developing new ones where opportunities and gaps exist
- In collaboration with CSC's Research & Training Institute, facilitate the translation of research findings into clinical practice, policy and procedures
- In collaboration with the Senior VP, Affiliate Relations, provide leadership to CSC's Affiliate network regarding program delivery and management, including setting and maintaining high program standards
- In collaboration with the Senior VP, Affiliate Relations, manage CSC's Continuous Quality Improvement (CQI) Program including program evaluation, peer review, and affiliate certification

- Monitor and manage the financial performance of CSC's programs and support programs, including securing grant funding
- Lead CSC's programs and services team, including developing goals, coaching, performance assessment, and identification and filling of skills and capacity gaps
- Direct and coordinate foundation fundraising efforts with CSC's program and corporate relations teams
- Participate in CSC's strategic planning processes, including program budget development
- Represent CSC with relevant professional associations, cancer advocacy organizations, and at national psycho-oncology conferences.
- Other duties as assigned

## **IMPORTANT SKILLS AND REQUIREMENTS**

- Master's Degree or above in Social Work, Public Health, etc.
- Ten-plus years managing a diverse portfolio of programs, preferably in a health-related field, as well as experience in a leadership capacity (either nonprofit or for profit) managing people
- Experience managing budgets exceeding \$2 million
- Strong written and verbal communication skills, including the ability to use tact and professionalism with a wide range of audiences
- Highly self-motivated and directed
- Creative thinker
- Valid driver's license

## **ABOUT THE CANCER SUPPORT COMMUNITY**

As the largest professionally led nonprofit network of cancer support worldwide, the Cancer Support Community (CSC) is dedicated to ensuring that all people impacted by cancer are empowered by knowledge, strengthened by action and sustained by community. CSC achieves its mission through three areas: direct service delivery, research and advocacy. The organization includes an international network of Affiliates that offer the highest quality social and emotional support for people impacted by cancer, as well as a community of support available online and over the phone. The Research and Training Institute conducts cutting-edge psychosocial, behavioral and survivorship research. CSC furthers its focus on patient advocacy through its Cancer Policy Institute, informing public policy in Washington, D.C. and across the nation. For more information, please visit [www.CancerSupportCommunity.org](http://www.CancerSupportCommunity.org).

**The Cancer Support Community is an Equal Opportunity Employer**