



CANCER SUPPORT COMMUNITY®

Director of Communications
Washington, DC

The Cancer Support Community (CSC), the largest nonprofit provider of social and emotional support for people affected by cancer, is seeking a Director of Communications at its headquarters office in Washington, DC. Reporting to the President, the Director of Communications provides leadership and management on the direction, planning, execution, and evaluation of marketing, communications, and public relations strategies for the national office of CSC.

Interested parties should submit a cover letter, salary requirements and a resume to SSuettinger@cancersupportcommunity.org.

MAJOR DUTIES AND RESPONSIBILITIES

General Leadership

- Leads and manages the affairs of the department including budgeting, strategic planning, program direction, supervision, and evaluation of assigned staff
- Develops and implements an annual plan and budget for departmental operations
- Provides effective training, support, and leadership to staff, volunteers and leaders to meet annual and long-term goals
- Keeps up to date on issues affecting the organization and develops strategies to address these issues
- Systematically cultivates long-term, collaborative, strategic relationships with selected organizations
- Maintains and enhances the credibility of the organization
- Serves as a member of the senior management team, working with the CEO and President in helping to guide the strategic direction of CSC
- Participates regularly in management and leadership meetings
- Collaborates closely with the Development Department to ensure appropriate messaging and materials for all philanthropic efforts

Marketing, Communications and Public Relations

- Oversees the development and implementation of an annual marketing, communications, and public awareness plan for the organization, including strong traditional and social media components
- Provides leadership for external relationship building with a variety of constituencies
- Oversees the development of advertising and promotional plans and the annual advertising and promotional budget

- Oversees the management of the use of external resources as they pertain to the marketing and communications function (e.g. advertising agencies, PR firms, designers, printers, etc.)
- Develops and maintains a strong and productive relationship with media and bloggers
- Serves as official media relations liaison
- Monitors emerging issues in the cancer community so that CSC can respond appropriately and rapidly, and evaluate and adjust marketing and communications strategies as needed
- At the request of the CEO, serves as CSC spokesperson on organizational concerns and provides counsel and advice on major public relations and marketing issues
- Provides ongoing media training to CSC's spokespeople, including content area experts and patient representatives
- Ensures spokespeople have the skills and confidence to deliver appropriate messages during interviews and interactions with the media
- Collaborates with the Development Department in the creation of top-quality solicitation materials including proposals, reports, and other materials required to cultivate and solicit major donors and corporate/foundation support
- Works in concert with the Development Department to ensure that programs are in place for all donors to receive appropriate, consistent recognition

IMPORTANT SKILLS AND REQUIREMENTS

- Minimum of a Bachelor's degree required
- Five to eight years of professional experience including three to five years in a management capacity
- Must have the ability to lead and motivate groups and individuals
- Must be able to think creatively and strategically to successfully mediate and negotiate with individuals and groups both externally and internally
- Must be able to overcome obstacles and foster productive relationships
- Must have the ability to balance competing priorities, complex situations and tight deadlines
- Must have excellent written, verbal, public speaking and interpersonal communications skills
- Must be proficient in using the latest versions of Microsoft Word, Excel, and PowerPoint
- 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.

The Cancer Support Community is an Equal Opportunity Employer