



Senior Vice President, Affiliate Relations
Washington, DC

The Cancer Support Community (CSC), the largest nonprofit provider of social and emotional support for people affected by cancer, is seeking a Senior Vice President, Affiliate Relations to be based in Washington, DC. Reporting to the President, the Senior Vice President, Affiliate Relations is responsible for extending the reach of the Cancer Support Community mission, primarily through the viability, sustainability and growth of the CSC affiliate network. The position is also responsible for the development and implementation of a strategy to broaden the network of community cancer support providers. This position reports directly to the President and is a member of the senior staff leadership of the headquarters office.

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

MAJOR DUTIES AND RESPONSIBILITIES

- Oversee the overall relationship between CSC and its network of affiliated, independent non-profit organizations
- Serve as lead staff liaison to the CSC Affiliate Leadership Council and all regional groups, as they may be structured from time to time
- Serve as the liaison to all individual CSC affiliates, including all ED/CEOs and local Board Chairs
- Communicate regularly with staff and volunteers at affiliates through telephone and in-person visits
- Provide operational and governance-related support, as needed
- Interface regularly with other CSC departments to ensure that CSC provides affiliates access to CSC-developed programs and materials, as appropriate
- Disseminate relevant information from CSC and its various departments to affiliates by email and printed documents, such as a newsletter
- Develop and implement activities necessary to ensure adherence to CSC quality standards as defined by CSC's Continuous Quality Improvement Program (CQI)
- Responsible for communicating and ensuring adherence to adopted operational, governance, marketing and programmatic standards as part of CQI
- Responsible for data collection from affiliates and analysis of such information
- Develop and implement a strategic long-range planning process for CSC affiliate growth that is consistent with the CSC strategic plan
- Oversee all efforts and activities of affiliates in development

- Develop and oversee the implementation of an affiliate leadership training program
- Extend the reach of CSC through proactive promotion of collaborations and partnerships with national and international cancer support service providers

IMPORTANT SKILLS AND REQUIREMENTS

- Minimum of Bachelor's degree required
- Five to seven years' professional experience managing programs aimed at diverse audiences
- Skills in data analysis and reporting
- Knowledge of technological trends as they relate to in-person and online service delivery
- Strong writing and editing skills
- Excellent listener and communicator who effectively conveys information verbally and in writing
- Keen attention to detail
- Excellent interpersonal and organizational skills
- Highly self-motivated and directed
- Creative thinker
- Willing and able to travel on a regular basis
- 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