



CAROLINA BREAST FRIENDS, Inc.
The Pink House, 1607 East Morehead St. Charlotte, NC 28207
Website: carolinabreastfriends.org

Job Posting/Job Description -- Director, Programming and Volunteers

The Director, Programming and Volunteers is a full-time position that reports to the Executive Director (ED). This position provides day-to-day management of programs and volunteers for Carolina Breast Friends. This includes responsibility for the management of all programs, program instructors, program promotion, program evaluation and the management of all fiscal resources for programs. This position is responsible for the management of volunteers including recruitment, placement, utilization and evaluation. The overarching goal of this position is to provide quality programs/services to the community of breast cancer survivors served by Carolina Breast Friends (CBF). The Director, Programming and Volunteers will help formulate an annual plan to achieve the organization's mission, strategy, annual goals and objectives as related to programming and volunteers.

Responsibilities

Leadership & Management: Works with Executive Director to fulfill the mission through the following actions:

- Actively engage Survivors to participate in activities and programs at CBF
- Energize volunteers to support CBF by volunteering for CBF events and special initiatives
- Build partnerships with community organizations to help support programming and volunteers
- Enhance, maintain, and support a strong 1:1 mentoring program for CBF
- Nurture, grow and maintain an active volunteer program at CBF
- Ensure the organization's mission is carried out through programs and services offered at CBF
- Ensure ongoing programmatic excellence, rigorous program evaluation, and consistent quality of programming at CBF
- Work with members of the Board of Directors who are assigned to Programming and Volunteers by seeking their input and keeping them informed of ongoing activities and events
- Work with ED to engage all Board members to actively participate in program and volunteer activities at CBF
- Maintain professionalism in appearance and communications presenting a favorable image of CBF at all times

Financial Performance and Viability: Develops and provides programs and resources within the allotted budget set by the Board of Directors

- Create the annual budget for programming and volunteers
- Ensure all costs are accurately accounted for in financial reporting
- Keep ED informed of budget variances on a monthly basis
- Network and build relationships with businesses willing to donate supplies (including food) for programs offered at CBF
- Build external relationships to help garner new opportunities for CBF

Programming and Communication: Works with the Board of Directors and Staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach

- Responsible for planning, developing, implementation and tracking of programs offered by CBF including 1:1 mentoring program
- Ensure effective systems to track progress, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the Board, funding sources and other constituents
- Ensure all programs are promoted and work with Director, Marketing and Communications to ensure that CBF's web presence of programs is accurate and audience reach continues to grow.
- Network with nurse navigators, physicians, social workers and survivors to help promote programs and services offered at CBF
- Meet, coach and offer support to survivors who visit the Pink House
- Work with ED to develop tactical implementation plan of Carolina Breast Friends' Strategic Plan as it relates to programming and volunteers
- Work with ED to design expansion into new program markets

Volunteers: Oversees and implements appropriate resources to support the operations of CBF including programming and provision of services to events and fundraising and community awareness

- Recruit, train and assign volunteers for CBF
- Work with other CBF directors and ED to identify volunteer needs
- Maintain annual calendar of events for volunteers
- Work with Director, Marketing and Communications to ensure volunteer recruitment and volunteer opportunities are promoted on CBF website
- Develop and implement a volunteer recognition program annually

- Ensure tracking and reporting for volunteer involvement at CBF

Qualifications

The Director, Programming and Volunteers will be thoroughly committed to Carolina Breast Friends' mission and to working with breast cancer Survivors and their families. All candidates should have proven leadership, coaching, and relationship-management experience. Concrete demonstrable experience and other qualifications include:

- Bachelor's degree required, (or equivalent experience), ideally in social work, public health, nursing or marketing/communications. Breast cancer Survivor or personal experience with breast cancer a plus. Three or more years of nonprofit experience, experience with program management and management of volunteers. Experience with nonprofit IT programs like Blackbaud very helpful.
- Unwavering commitment to quality programs and data-driven program evaluation
- Ability to interact with Survivors, coach volunteers, manage multifaceted programs, and achieve strategic objectives, and manage a budget
- Past success in cultivating new relationships and strengthening existing ones
- Ability to engage a wide range of stakeholders and cultures
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Action-oriented, entrepreneurial, adaptable, and innovative approach to managing and expanding programming and volunteers
- Ability to work effectively in collaboration with diverse groups of people
- Passionate, energetic, creative, team player, trustworthy, positive attitude, mission-driven, and self-directed

Interested candidates should submit a letter of interest and a resume to Lynn Erdman, Executive Director for Carolina Breast Friends: lerdman@carolinabreastfriends.org