



Job Description: Director of Programs

FLSA: Exempt

Reports To: Chief Executive Officer

Position Overview

The Director of Programs is responsible for oversight of the details involved in planning, implementing and scheduling programs, events and activities for the children and families served by the nonprofit. This position also serves on the three-person Leadership Team, along with the CEO and Chief Development Officer, helping set the strategic direction of Children's Cancer Connection.

Essential Duties and Responsibilities

The Director of Programs is directly responsible for creating a supportive and impactful experience for children and their families affected by childhood cancer. The Director of Programs is responsible for oversight of the details involved in planning, implementing and scheduling events and activities for the children and families served. As a member of the Leadership Team, this position serves as Program Team Lead, directly supervising two Program Staff and participating in Leadership Team meetings, helping to set the strategic vision of CCC.

This includes but is not limited to:

- Facility-Based Programs and Family Outings
 - Serves as Team Lead and coordinator for Jeff and Deb Hansen Home for Hope programs and Family Outings, including but not limited to: Kids Club, Comfort Connection, Spring Break Specials, Fall Family Outings, Holiday Drop-Off, Family Picnic and third-party partner programs (Iowa Select Farms, Optimist Club groups, Iowa Wild, etc.)
 - Plans, implements, and attends Central Iowa Day Camp
 - Finds creative ways to engage participants of all ages in any support program or outing that CCC offers
 - Attends all Jeff and Deb Hansen Home for Hope programs and family activities/outings (with the exception of Teen programs)
 - Serves as contact for third-party events at the Jeff and Deb Hansen Home for Hope
- Hospital/Clinic Programs
 - Engages families upon diagnosis, acting as an advocate for families throughout their cancer journey and creating trust with healthcare providers
 - Establishes and maintains a positive and mutual working relationship with Blank Children's and University of Iowa Stead Family Children's Hospitals – utilizing unique expertise and resources for the betterment of CCC's programs
 - Serves as the main point of contact for new CCC families and oversees all hospital-based activities with assistance from the Program Manager

- Oversees loss/bereavement programs upon the death of a child with assistance from the Program Manager
- Serves as the main point of contact for general programming and family support
 - Receiver of the Programs@ccciowa.org email
- Camp Heart Connection (Oncology, Sibling, Family, Teen)
 - Assists the programs team on-site as needed
- Leadership Team Duties
 - Directly supervises members of the Program Team, ensuring all work is coordinated
 - Facilitates weekly and trimester Programs Team meetings, weekly 1:1 meetings, trimester conversations, and annual performance reviews with direct reports
 - Serves as a member of the Leadership Team, attending weekly, trimester, and annual meetings to help set the strategic vision of CCC

Core Competencies

To perform this job successfully, an individual should demonstrate the following competencies:

1. **Mission Ownership** – Demonstrates understanding and full support of the mission, vision, and core values of CCC; can demonstrate those values to others; consistently behaves in accordance with the mission, vision, and core values. CCC's core values are: Purposeful, Accountable, Inspired, and Dedicated
2. **Team Orientation** – Demonstrates interest, skill, and success in team environments; places group goals ahead of personal agendas; steps up to offer self as a resource to other members of the team; understands and supports the importance of teamwork; shares credit for success with others
3. **Helping Orientation** – Demonstrates concern for and attends to the needs of CCC's families. Projects a sense of empathy and understanding when dealing with families; is able and willing to supply answers and resources. Fosters natural connections between children and families and supports a culture of welcoming and connection
4. **Time Management and Priority Setting** – Able and willing to focus time on tasks that are more likely to meet goals; uses time effectively and efficiently, eliminating roadblocks and projecting focus; values time and respects the time of others; concentrates his/her efforts on the most important priorities; can appropriately attend to a broad range of activities
5. **Project Management** – Identifies the key objectives and scope of a proposed program or activity. Garneres needed resources and program support, develops a realistic and thorough plan for achieving key objectives, keeps team members and families informed, implements action plans and identifies and resolves issues and problems.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Education and Experience

- Bachelor's degree in human services, social sciences, or related field and a minimum of 5 years of related experience with 2-3 years of supervisory experience preferred, or an equivalent combination of education and experience
- Desire and ability to build and maintain strong relationships with volunteers, families, and staff
- Highly organized, self-motivated, self-monitored, and detail-oriented
- Must be able to manage timelines, manage multiple tasks and meet deadlines
- Strong verbal and written communication skills
- Knowledge of CRM databases preferred
- Experience in non-profit, Foundation or program outreach work preferred
- Proficient in MS Excel and other Office products

Supervisory Responsibility

This position directly supervises the Programs Team staff and volunteer staff needed to run programs.

Work Environment

This job operates in a professional office environment, off-site venues, and outside camp sites in various weather conditions. This role routinely uses standard office equipment such as computers, phones, and photocopiers.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee must frequently lift and/or move objects up to 10 pounds and occasionally lift and/or move objects up to 50 pounds.

Position Type and Expected Hours of Work

This is a full-time, salaried, exempt position. This is an on-site position and is not eligible for full-time remote work. Typical days and hours of work are Monday through Friday, 8:00 a.m. to 4:30 p.m.; however, this position will be required to adjust hours and work evenings and weekends as required to meet the demands of the job. Frequent evening and weekend work is required as job duties demand.

Travel

Travel is primarily local during the business day, although some overnight and out-of-the-area travel is expected.

Acknowledgement

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I understand that this in not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, Children’s Cancer Connection reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed. I understand that I may be required to work hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at will employee. I have the right to terminate my employment at any time and for any reason, and Children’s Cancer Connection has a similar right.

_____	_____	_____	_____
Employee’s Signature	Date	Supervisor	Date

Children’s Cancer Connection is an Equal Employment Opportunity Employer. In compliance with the Americans with Disabilities Act, Children’s Cancer Connection will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with their supervisor.