



JOB DESCRIPTION: DIRECTOR OF PROGRAMS AND ENGAGEMENT

Reports to: Chief Executive Officer

Status: Full-time. Exempt position.

Location: Vancouver, WA, and remote as necessary.

Salary Range: \$70,000-\$90,000/year, depending on experience.

POSITION OVERVIEW

The Director of Programs and Engagement leads and ensures the effective strategic development, implementation, and evaluation of Pink Lemonade Project's (PLP) programs, services, events, and community-based engagement work. This role serves as the key point of contact for the PLP's Program Committee and other program-related volunteers, committees, and coalitions. The Director oversees program staff and volunteers, manages partnerships, and measures program outcomes to demonstrate effectiveness and inform future growth.

RESPONSIBILITIES

- Provides strategic planning leadership to implement, operate, and evaluate the full portfolio of PLP programs, services, and projects – maximizing the synergies with organizational goals, community needs, and efficiencies for scalability.
- Fosters relationships with the region's breast cancer community – health systems, health professionals, community-based organizations, patients, survivors / MBC community, volunteers, and others—to help fulfill PLP's mission.
- Maintains awareness of local, state, and national statistics and trends within the breast cancer continuum of care and breast cancer-related incidence and mortality.
- Develops and manages program budgets, in collaboration with Chief Financial Officer, program staff, program committee, and PLP senior leadership.
- Hires, leads, mentors, and manages PLP program staff.
- Identifies, recruits, trains, and supports program-specific volunteers, ambassadors, and committee members to represent PLP at community events.
- Helps manage the logistics of programs with PLP program staff and volunteers.
- Collaborates with the CEO and Chief Strategy Officer, as necessary, on program fundraising efforts, including but not limited to grant writing and grant reporting of information and data.
- Participates in staff, leadership, and board meetings and retreats to inform these groups of the organization's strategic programmatic goals and activities.
- Provides oversight and contributes to program resources and content on the PLP website, social media and marketing materials etc.
- Assists with additional tasks assigned by the Chief Executive Officer.

THE IDEAL CANDIDATE

- Has experience working in public health, social determinants of health, health equity, and health disparities.

- Is a transformational leader who will oversee the full program portfolio and community-based priorities and can represent the organization in public venues.
- Is a relationship builder and has experience working with those in the healthcare system and community-based organizations.
- Has strong programming, data collection, and evaluation skills.
- Has lived experience, a plus.
- Speaks other languages, a plus.
- Is a team player and recognizes that PLP staff thrive on collaboration.
- Has a demonstrated commitment to equity and anti-racism.
- Has personal qualities of integrity, credibility, and a commitment to and passion for PLP's mission and work.
- Maintain a flexible schedule, occasionally working weeknights and weekends.
- Has a valid driver's license and access to reliable transportation for occasional local and regional travel.

EDUCATION, TRAINING, AND EXPERIENCE

- College degree or equivalent professional experience in public health, public administration, nonprofit management, and/or similarly related programs. An advanced degree is preferred.
- Eight or more years of experience in a leadership role, including personnel supervision, budget development, evaluation, and management.
- Excellent written and verbal communication skills. Comfortable with public speaking.
- Proficient in Microsoft Office Suite; general comfort with technology and social media, and a willingness to learn donor databases, other web-based platforms, and applications.
- Experience building relationships and working with diverse partners and communities.
- Superb interpersonal skills, desire to be part of a high-functioning team, and have a positive attitude.
- Strong organizational and collaboration skills; ability to manage multiple activities, prioritize, and delegate effectively.
- Experience working with a nonprofit and/or the healthcare and/or human service systems.

ORGANIZATION DESCRIPTION

The Pink Lemonade Project is a 501(c)3 nonprofit organization (tax ID 37-1699288) whose mission is to educate, empower, and support all communities affected by breast cancer. Founded in 2010, PLP provides programs for individuals before, during, and after a diagnosis of breast cancer who need financial, emotional, and psychological support. Information on Pink Lemonade Project programs can be found at <https://www.pinklemonadeproject.org/ways-we-can-help>.

Pink Lemonade Project is an equal employment opportunity employer. We seek a broad and diverse pool of candidates and strongly believe that our organization benefits from the perspectives and talents of a diverse staff, including those with the lived experience of breast cancer. We offer health insurance, dental insurance, and a retirement plan.

Applicants should submit a cover letter, resume, and three professional references to hr@pinklemonadeproject.org. Candidate/application screening will begin on Monday, August 18, 2025.