



pinklemonadeproject®

## **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-\$80,000/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 PLPs 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](mailto:hr@pinklemonadeproject.org). Candidate/application screening will begin on Monday, August 18, 2025.