



PROGRAM DIRECTOR – ANDY HILL CANCER RESEARCH ENDOWMENT FUND

Spokane, Seattle, or Olympia, WA

Our vision at **Empire Health Foundation (EHF)** is that health is a fundamental human right! EHF boldly advances health equity in Eastern WA and beyond. Every investment we make goes toward creating measurable, sustainable health improvements. We believe that health is about more than just medicine; health outcomes are influenced by external factors such as the availability of resources to meet daily needs like food and shelter, access to quality education and job training, and access to job opportunities. Our work is aimed at addressing these problems, investing in sustainable systems change that results in healthier, more vibrant communities for all.

The **Andy Hill Cancer Research Endowment (CARE)** was created in 2015 by the state legislature to promote and invest in cancer research to improve the quality of life of the people of Washington. Empire Health Foundation is the program administrator for the CARE Fund, providing operational support services such as finance, human resources, and tech support.

Job Summary

We are looking for a driven and collaborative individual to add to the team! Do you have a knack for developing partnerships and seeking innovative solutions? The Program Director will have the opportunity to promote, guide and implement the strategic direction of the CARE Program through sustainability efforts and strategic partnerships, as part of CARE's Strategy to support cancer research and improve cancer care access throughout Washington State.

Responsibilities include creating and maintaining partnerships with external stakeholders, supporting advocacy efforts and coalition work, and budget management. The Program Director works closely with the Executive Director and Board of Directors in all program development endeavors.

Essential Job Functions

- Manage and implement strategies and identified goals in partnership with the Executive Director, Board of Directors, and other senior leadership;
- Develop and carry out initiatives to support sustainability efforts;
- Identify opportunities for strategic partnerships;
- Support advocacy efforts and coalition work;
- Craft compelling written materials (e.g., one-pagers, white papers, new program proposals, etc.)
- Act as a liaison between external and internal stakeholders to ensure effective communication and alignment of priorities;
- Organize activities in alignment with CARE's mission and goals;
- Budget management and oversight;
- Implement and manage changes and interventions to ensure program goals are achieved;
- Make public appearances / speaking engagements to share information about CARE with the community;
- Cultivate and support collaborative, highly effective team culture;
- Ability to travel statewide, occasional national travel, as necessary;
- Perform other related duties as assigned.



Qualifications

- Minimum 5+ years of relevant work or lived experience; Bachelor's or Master's degree in Business Administration, Communications, Public Health, or related fields is a plus;
- Strong skills and experience in forming and maintaining professional relationships;
- Experience in engaging external stakeholders;
- Familiarity with and understanding of state agency / government processes;
- Experience with program or project management;
- Experience in grantmaking is ideal;
- Proficient with Microsoft Office Suite.

Skills

- Commitment to equity and social justice, and an understanding of health equity;
- Superior interpersonal, verbal, and written communication skills;
- Strong ability to exercise independent judgment and initiative;
- Ability to present information, both written and verbally, in a concise, understandable and relevant way;
- Seeks creative solutions;
- Demonstrated ability to organize people to foster a culture of innovation;
- Demonstrated ability to see tasks and goals through to completion;
- Active listening skills.

Please send a resume and cover letter with your salary requirements to Rebecca Johnston at rebeccaj@empirehealthfoundation.org. EHF serves a diverse community and encourages applications from qualified individuals who reflect the growing diversity that enriches Spokane and the surrounding counties.

Empire Health Foundation is an EEO employer.