



**PROGRAM MANAGER  
Job Description**

Maine Cancer Foundation (MCF) seeks a dynamic Program Manager to lead our collective impact work as a member of a small and dedicated team of professionals working to reduce the burden of cancer in Maine.

Under the supervision of the Director of Programming, the Program Manager has primary responsibility for developing and managing Maine's Impact Cancer Network (which serves as Maine's state cancer coalition and is funded by MCF). The Program Manager will work closely with the Director of Programming, other MCF staff, the MCF Board of Directors and cancer stakeholders to further a collective impact initiative focused on reducing cancer incidence and mortality in Maine as well as fostering broader system change. In addition, the Program Manager will work in tandem with the MCF grants Program Manager and the Director of Programming to further MCF's mission to reduce cancer incidence and mortality in Maine.

The Program Manager position is a full-time, benefits eligible opportunity. The position requires approximately 25% statewide travel and some weekend and evening hours.

**PRIMARY JOB RESPONSIBILITIES**  
*(not intended to be all inclusive)*

- Develop and manage the implementation strategy and general operations of Maine's Impact Cancer Network (the Network)
- Schedule, lead, and facilitate meetings including Network task forces, the Network's Leadership Roundtable and ad hoc groups
- Coordinate, lead and plan the annual Challenge Cancer Conference and other program specific summits
- Conduct statewide relationship building with cancer stakeholders, funding sources and Maine communities. Recruit, engage and manage Network members
- Collect and document quantitative and qualitative data related to cancer in Maine and the Cancer Network
- Continuously evaluate Maine's Impact Cancer Network's activities and outcomes
- Develop and execute the communication plan for Maine's Impact Cancer Network
- Identify alternative funding sources to support the Network and MCF
- Collaborate with and identify partnership opportunities with the Maine CDC and Maine's Comprehensive Cancer Control Program and the National Comprehensive Cancer Control Program
- Develop, manage and implement Project ECHO initiatives and other programming at MCF
- Collaborate with MCF events staff (MCF events include Tri for a Cure, Twilight 5K, Mary's Walk and the Sugarloaf Charity Summit)

## DESIRED SKILLS

- Innovative, creative, self-starter
- Experienced program, event, and/or project manager
- Able to lead and facilitate meetings with diverse stakeholders to achieve mutual goals
- Strong organizational skills with attention to detail
- Ability to write effectively for a broad range of audiences
- Experience with the oncology landscape and community in Maine
- Experience with the collective impact model and/or coalition building
- Ability to identify and analyze cancer-related and public health data
- Strong public speaking skills with an ability to communicate effectively across diverse audiences
- Experience with strategic planning
- Ability to manage multiple concurrent projects
- A collaborative, flexible, team player who enjoys working in a fast-paced environment

## QUALIFICATIONS

- Bachelor's degree required
- Demonstrated experience as a Program Manager in similar industry and/or nonprofit
- Public health background preferred
- Ability to work flexible hours when necessary and travel regularly
- Commitment to reducing the burden of cancer in Maine
- Valid unexpired driver's license

To be considered for this position, please submit your resume and cover letter to [careers@mainecancer.org](mailto:careers@mainecancer.org).

No recruiters or phone calls please.

MCF is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identify or nation origin.