Program Manager, Advocacy

Organization Overview: Sick Cells is a nonprofit with the mission to improve the quality of life and care for people living with sickle cell disease (SCD), including ending the stigma of SCD. Our approach includes shaping public policy, and creatively educating the SCD community and society overall.

 To these ends, Sick Cells is working to:

1. **Elevate** the voices of the people living with sickle cell and the entire SCD community,
2. **Highlight** the grave challenges and disparities this community faces,
3. **Unite and Empower** the sickle cell disease community to effectively self-advocate.

Role Overview: The Program Manager for Sick Cells will provide leadership on a variety of programs and projects under the Advocacy portfolio including Faces of SCD Storytelling Program, Project SCoviD and Ambassador Program. This role requires independent problem solving, excellent written and verbal communication skills, and the ability to manage multiple tasks. The Program Manager position requires a candidate who is an initiative-taker and can effectively prioritize work to ensure timely and accurate deliverables. The Program Manager will maintain and expand the programs, work closely with the SCD community, and foster new and existing relationships. The position coordinates the activities of other team members and assists with specialized tasks as assigned.

Reports to: Director of Advocacy

Essential Duties and Responsibilities: See list below

Program Management (60%)

- Lead activities related to advocacy programming, including the Faces of SCD Storytelling and the Ambassador Programs.
- Oversee programs
- Strategize storytelling recruitment methods
- Review and present metrics for programs
- Identify topics for and plan the priority topic meetings (PTMs)
- Recruit speakers for PTMs
- Strategize and implement growth plans for programs
- Maintain registry of Ambassadors and Faces of SCD participants
- Plan annual Ambassador Policy Forum

Communications (20%):

- Create content for @sickcells social media related to Program activities
- Upload and schedule monthly content for all platforms in Sprout Social
- Manage social media account, when applicable
- Contribute content for monthly newsletters
- Design toolkits for the Ambassador program

- Communicate complex policy topics through one-pagers and toolkits for internal and external use
- Write and/or review blogs for the programs

Research (10%)
- Lead select research initiatives, including identifying themes, conducting literature reviews, compiling findings, writing reports, and summarizing main ideas
- Co-author white papers on relevant topics

Organizational Support & Management (10%)
- Collaborate with Advocacy Team members in program development and planning
- Supervise 1-2 employees
- Support Sick Cells team in grant applications and other business development tasks, as needed

Knowledge/Skills Requirements:
- Bachelor's degree required.
- Minimum of four (4) years of related experience. Experience in advocacy setting preferred.
- Comfort with public speaking
- Working knowledge of the SCD community and community dynamics
- Fluent in Canva or other graphic design engine or ability to learn
- Experience with or ability to learn Sprout Social
- Excellent organizational skills with high level of attention to detail and follow-up
- Multi-tasking skills are essential
- Strong oral and written communication skills, with the ability to interact with all levels of internal and external management
- Ability to maintain confidentiality of highly sensitive information
- Desktop personal computer skills (Microsoft Outlook, Word, PowerPoint, etc.)
- Ability to work independently as well as within a small team
- Ability to manage multiple social media platforms (Twitter, Facebook, Instagram, LinkedIn)

Vaccination Requirements: All staff must be fully vaccinated against COVID-19.

Travel Requirements: Currently, this job is remote, with ad hoc travel necessary at times when travel conditions permit. Travel may include conferences, advocacy events, and in-person internal meetings.

Tools and Tech Requirement: High speed internet required. Must have access to a computer and internet.

To apply for this job position, please send the following to info@sickcells.org:
- Resume and cover letter
- Writing sample showcasing advocacy work