

Director of Community Programs, Ambassador and Faces Programs

Organization Overview: [Sick Cells](https://sickcells.org) 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.

Duration: The position is a full-time position, hybrid role. This position requires, at minimum, two days of in-person work at the DC office. The DC office is located at 1012 14th Street NW, STE 500.

Travel: This role requires work travel. Travel includes conferences, offsite meetings, and meetings with remote staff. There is about 30% travel.

Role Overview: The Director of Programs for Sick Cells will provide leadership for the Ambassador Program and Faces of SCD Storytelling Program. This role requires independent problem solving, excellent written and verbal communication skills, and the ability to manage multiple team members. The Director will maintain and expand the programs, work closely with the SCD community, and foster new and existing relationships.

Benefits:

- \$85-90k annually
- 403(b) matching
- Dental and vision insurance
- Health insurance
- 4-day work week, hybrid role
- Continuing education stipend
- Paid Leave
- Parental leave

Reports to: President

Essential Duties and Responsibilities:

Program Management (50%)

- Lead activities related to the Faces of SCD Storytelling Program and the Ambassador Program
- Strategize recruitment methods for programs
- Review stories prior to publication
- Develop and report metrics for programs
- Identify topics for and plan the priority topic meetings (PTM)
- Recruit speakers and external subject matter experts related to key topic areas
- Strategize and implement growth plans for programs

- Maintain registry of Ambassadors and storytelling participants
- Plan Ambassador Policy Forum in coordination with Government Affairs team

Communications (30%):

- Manage communications staff
- Oversee development of content and build educational campaigns for social media accounts
- Oversee management of monthly content for all platforms in Sprout Social
- Manage social media accounts when necessary
- Contribute content for monthly newsletters and act as final reviewer
- Design toolkits for the Ambassador program
- Communicate complex policy topics through social media posts, one-pagers, and toolkits for internal and external use
- Contribute to blogs, white papers, and/or other publications
- Report on work to various external stakeholders
- Lead select research initiatives, including identifying themes, conducting literature reviews, compiling findings, writing reports, and summarizing main ideas

Organizational Support & Management (20%):

- Collaborate with advocacy team in program development and planning
- Supervise 2-4 employees
- Participate in writing grant applications and other business development tasks, as needed

Knowledge/Skills Requirements:

- Bachelor's degree required
- Minimum of ten (10) years of related experience
- Previous management experience required
- Comfort with public speaking
- Working knowledge of the SCD community or similar communities to understand 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
- 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 computer skills (Microsoft Outlook, Word, PowerPoint, etc.)
- Ability to work independently as well as within a team
- Working knowledge about multiple social media platforms (Twitter, Facebook, Instagram, LinkedIn) or interest in learning

Tools and Tech Requirement: High speed internet required for work-from-home days.

To apply, send CV, cover letter, and written example of work to info@sickcells.org.