



Job Description: Director of Programs

About Dear Jack Foundation

The Dear Jack Foundation provides impactful programs benefiting adolescents and young adults (AYA) diagnosed with cancer and their families to improve their quality of life from treatment to survivorship. Our vision is to be a national leader in adolescent and young adult cancer programming, by giving patients, survivors, and their caregivers a community and support rooted in mental and physical wellness based tools and resources from diagnosis through survivorship.

Position Overview:

The ideal candidate is a driven and compassionate leader with strong program management skills and a passion for supporting the AYA cancer community. A background in therapy, counseling, or social work is highly valued, as psychosocial intervention is a critical part of our model. Additionally, this individual will bring the vision and operational expertise needed to scale programs, foster strategic partnerships, and help position the foundation as a national leader in delivering innovative, evidence-based interventions tailored to the unique needs of adolescents and young adults facing cancer.

Essential Responsibilities:

- Program Management & Implementation
- Execute daily operations of Breathe Now, Community, and LifeList programs
- Develop and maintain program policies, procedures, and best practices
- Manage program budgets and resource allocation
- Supervise program staff and coordinate with external partners
- Ensure high quality service delivery and participant experience

Impact Assessment & Data Management

- Design and implement comprehensive program evaluation frameworks
- Establish KPIs and metrics for measuring program success
- Collect, analyze, and report program data and outcomes
- Maintain detailed documentation of program activities and impact
- Create regular reports for leadership and stakeholders

Strategic Growth & Development

- Identify opportunities for program expansion and enhancement
- Research industry trends and best practices in AYA cancer support
- Develop scaling strategies to increase program reach and impact
- Create innovative solutions to address emerging community needs
- Lead program pilot initiatives and testing

Collaboration & Partnership

- Work closely with Director of Operations on program integration and enhancement
- Build and maintain relationships with healthcare providers and partners
- Coordinate with development team on grant requirements and reporting
- Engage with advisory board members and subject matter experts
- Represent Dear Jack Foundation at industry conferences and events

Preferred Qualifications:

- Master's degree in Public Health, Healthcare Administration, Social Work, or related field
- 7+ years experience in program management, preferably in healthcare or nonprofit sector
- Demonstrated success in program development and scaling
- Strong understanding of AYA cancer community needs and challenges
- Excellence in data analysis and outcomes measurement
- Outstanding leadership and team management abilities
- Experience with psychosocial support programs
- Knowledge of healthcare systems and cancer care delivery
- Program evaluation expertise

Competencies:

- Strategic thinking and planning
- Results oriented leadership
- Strong analytical capabilities
- Excellent communication skills
- Empathy and emotional intelligence
- Problem solving abilities
- Project management expertise
- Budget management experience

Physical Requirements:

- Ability to travel up to 25% of time
- Computer work and extended periods of sitting
- Occasional lifting up to 40 pounds

To apply, candidates should submit a resume, cover letter, and the names, emails, and phone numbers of at least three professional references via this platform, or by emailing us directly at careers@dearjackfoundation.org. The search will remain active until the ideal candidate is identified. Selected applicants should anticipate participating in a comprehensive, multi-stage interview process.

The Dear Jack Foundation is an equal opportunity employer committed to creating an inclusive workplace environment for all.

Salary commensurate with experience. Dear Jack Foundation expects this position to fall in the range of \$75,000-\$85,000.