Job Title: Program Officer  
Organization: Tower Cancer Research Foundation  
Location: Beverly Hills, California

**Overview:**  
Tower Cancer Research Foundation (TCRF) is a non-profit organization dedicated to funding innovative cancer research and providing support services to cancer patients and their families. We are currently seeking a motivated and experienced Program Officer to join our team. The Program Officer will play a crucial role in managing and implementing various programs and initiatives aimed at advancing cancer research and supporting individuals affected by cancer.

**Responsibilities:**

1. **Program Management:**
   - Develop and implement programs and initiatives in line with TCRF’s mission and strategic objectives.
   - Collaborate with the CEO and other team members to identify program priorities and areas for growth.
   - Oversee the day-to-day operations of existing programs, ensuring efficient implementation and adherence to budgetary constraints.
   - Monitor program outcomes and evaluate effectiveness through data collection and analysis.

2. **Grant Management:**
   - Identify funding opportunities from government agencies, foundations, and other sources to support TCRF’s programs.
   - Prepare grant proposals and applications, ensuring compliance with funder requirements and deadlines.
   - Manage relationships with funders and grantors, providing regular updates on program activities and outcomes.
   - Track grant expenditures and ensure proper financial reporting in collaboration with the development and finance teams.

3. **Stakeholder Engagement:**
   - Cultivate and maintain relationships with key stakeholders including researchers, healthcare professionals, community organizations, and donors.
   - Represent TCRF at conferences, meetings, and events to promote awareness of our programs and build strategic partnerships.
   - Collaborate with external partners to leverage resources and expertise in support of TCRF’s mission.
4. Program Evaluation and Reporting:
   • Develop metrics and indicators to assess the impact of TCRF’s programs on cancer research and patient outcomes.
   • Prepare regular progress reports for internal and external stakeholders, highlighting achievements, challenges, and areas for improvement.
   • Conduct periodic program evaluations to identify lessons learned and best practices for future program development.

Qualifications:
   • Bachelor’s degree in a related field (Master’s degree preferred).
   • Minimum of 3-5 years of experience in program management, preferably in the non-profit or healthcare sector.
   • Strong understanding of cancer research and healthcare delivery systems.
   • Excellent communication and interpersonal skills, with the ability to effectively engage with diverse stakeholders.
   • Proven track record in grant writing and grant management.
   • Ability to work independently and collaboratively in a fast-paced environment.
   • Highly organized with strong attention to detail and project management skills.
   • Proficiency in Microsoft Office Suite and database management software.

Join us in our mission to advance cancer research and support individuals affected by cancer. If you are passionate about making a difference and possess the required qualifications, we encourage you to apply for the position of Program Officer at Tower Cancer Research Foundation.