

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.