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TITLE: Manager, Programs

JOB LOCATION: Chicago, IL

ABOUT THE PULMONARY FIBROSIS FOUNDATION:

The Pulmonary Fibrosis Foundation (PFF) is the nation's leading pulmonary fibrosis (PF) patient education and advocacy organization. From providing disease education materials to creating the largest patient registry focused on all-cause PF and establishing a nationwide healthcare center network, the PFF is dedicated to improving all aspects of a patient's quality of life.

JOB SUMMARY: The Manager, Programs has the responsibility of managing PFF education programs staff, overseeing the PFF Help Center, and directing the development and distribution of educational resources for the pulmonary fibrosis (PF) community.

DUTIES/RESPONSIBILITIES:

- Supervise PFF education programs staff
- Oversee the development and production of educational materials
- Manage the PFF Help Center and the Disease Education Webinar Series
- Develop and implement strategies for outreach efforts to patients, caregivers, pulmonologists, pulmonary rehabilitation programs, and primary care physicians to promote the resources available through the Pulmonary Fibrosis Foundation (PFF)
- Coordinate with the PFF Marketing and Programs teams to implement strategies to raise awareness about the PFF's education programs
- Ensure that the PFF's Programs are reaching an audience that is representative of the patient population, including but not limited to patients of diverse language, ethnic, racial, and gender backgrounds
- Attend healthcare conferences, educational events, and other meetings as needed to distribute and promote PFF's education resources
- Provide regular reports for the Foundation's leadership and the community on the progress of the Foundation's education programs
- Oversee collection of data for the PFF's education programs

- Coordinate closely with members of the PFF medical team for input on development of education materials and direction of education programs
- Provide support and direction to Education Programs staff and ensure staff development opportunities
- Develop annual budgets for education programs, with input from Vice President, Advocacy and Programs

Beyond these specific duties, the Coordinator will be expected to:

- Work closely with the Director, Programs and other Programs staff to carry out the mission and objectives of the Foundation as approved by the Board of Directors
- Maintain positive working relationships as a team player
- Work well as a team member with positive and timely written and verbal communication, including sharing information up, down and laterally
- Perform all other duties as assigned

EDUCATION AND EXPERIENCE

- Bachelor's degree required in social work, psychology, human services, biology, communications or a related field
- At least 3 years of experience in nonprofit program development required, including at least 1 year of supervisory experience
- Demonstration of excellent writing skills required
- Healthcare related experience preferred. Direct patient experience preferred.
- Working knowledge of Microsoft Office, especially Excel and Power Point
- Experience working within database systems to manage information

REQUIRED SKILLS/ABILITIES

- Effective verbal communication skills
- High degree of creativity, energy, initiative, and attention to detail
- Superior self-management skills with the ability to prioritize multiple projects with a moderate level of supervision
- Bilingual skills (Spanish/English) preferred

TRAVEL REQUIREMENTS: Up to 20% travel to support groups, events, and conferences.

Note: As of April 2021, Pulmonary Fibrosis Foundation (PFF) staff members are not currently traveling or attending in-person events. Travel and attendance at events will resume once the Centers for Disease Control & Prevention (CDC) has determined that these are safe activities, at the discretion of the Pulmonary Fibrosis Foundation.