



CancerChoices Program Director

Job Description

Conventional cancer therapies are essential to cancer treatment. But making skilled choices in conventional therapies is often difficult. Equally important, adding healthy lifestyle choices and evidence-based complementary therapies can make a profound difference in cancer outcomes and quality of life. We believe every patient deserves access to integrative cancer care.

[CancerChoices](#), a program of the nonprofit [Commonweal](#), provides independent, evidence-based, no-cost resources to help people with cancer, caregivers, and healthcare professionals understand choices in integrating conventional care, complementary care, and self care to improve cancer outcomes.

The CancerChoices team has synthesized the research on 44 complementary therapies to date. We have also published 20 digital handbooks on a wide range of topics, including eating well and managing side effects and symptoms. Helping people find healing and meaning within the cancer experience is at the heart of CancerChoices.

CancerChoices seeks an exceptional program director to strengthen CancerChoices' organizational capacity and advance its mission. The program director will join a small, dedicated, collaborative [team](#). The position is fully remote with opportunities for interaction at one of Commonweal's sites in [Bolinás, California](#), or [Langley, Washington](#). It can be either full-time (FTE) or part time (75% FTE). We have a high commitment to diversity when hiring candidates. Send a letter of interest with a resume or CV to program@cancerchoices.org.

Responsibilities

Vision and strategy

- Participate on the management committee to set strategy and explore new opportunities.
- Manage the implementation of the strategy to advance CancerChoices' mission.
- Meet with advisors and other leaders in the field to continue to hone in on CancerChoices' approach.

Program management

- Prioritize and manage staff work, schedules, and resources.
- Develop and manage the program budget.
- Supervise staff and consultants.

Create meeting schedules and agendas.
Manage vendor relationships.

Fundraising

Develop and achieve yearly fundraising goals.
Research and develop relationships with potential donors.
Write grant proposals and manage donor relationships.

Partnerships and outreach

Create strong partnerships with leading individuals and organizations in integrative oncology, cancer care, and research. Seek ways to collaborate across organizations:

- Publications
- Research
- Presentations
- Social media

Represent CancerChoices through speeches/presentations, writing opportunities, and interviews.

Qualifications

The ideal candidate would have the following experience and skills or the ability to acquire them quickly:

- A deep commitment to the future of CancerChoices
- Experience in and passion for integrative oncology
- Experience in program management
- Strong writing and presentation skills
- Familiarity with medical research
- Experience in fundraising strongly preferred
- Experience in communications or education preferred
- High level of social and emotional intelligence

Compensation

Compensation would start at \$80,000 a year full time equivalent plus excellent benefits. Compensation is based on experience and whether full-time or part-time (75% FTE). With demonstrated ability to fundraise, salary may increase along with opportunities for advancement.