



Program Coordinator

Full-Time / Exempt

Salary: Starting at \$50,000 (based on experience)

Location: Houston, TX/Remote - Houston, TX is preferred, other locations will be considered based on experience

Travel Expectation: Up to 20%

Report to: Director of Patient Advocacy and Partnerships

The Kidney Cancer Association (KCA) is a national non-profit organization dedicated to improving the quality of care and increasing the survival of individuals affected by kidney cancer. For the past two years, KCA has been actively implementing programs to support and educate cancer patients, caregivers, and healthcare professionals. This is an exciting time at the KCA, and we are seeking to grow our team with an enthusiastic candidate looking to make a real difference.

The Kidney Cancer Association seeks a program coordinator to join the Patient Advocacy and Partnerships team. Reporting to the Director of Patient Advocacy and Partnerships, the coordinator will assist in the day-to-day operations of the KCA's patient advocacy programs in addition to supporting partnership development and growth. This is an ideal role for someone who has administrative, development, and patient advocacy experience.

Responsibilities

Patient Program Management (50%)

- Provides administrative, clerical, and project management support to the Director of Patient Advocacy and Partnerships for current and new KCA patient programs
- Coordinates day to day operations for programs such as Patient Assistance Fund and Registry, which involve mailing resources to health care facilities, managing timelines, responding to email inquiries, and database management
- Arranges and participates in meetings and drafts meeting reports and minutes
- Assist in preparing periodic reports and records on program activities, progresses, status updates, or other special reports for management or outside agencies
- Researches and identifies opportunities for legislative advocacy and attend coalition meetings with aligned partners
- Performs other essential tasks and duties required of the position to support the Director as needed

Partnership Management (40%)

- Assists in grant proposals and applications to corporations for support
- Assists in grant and proposal tracking metrics: monitor submission deadlines and required paperwork and other related documents connected with corporate/foundation grant submissions; assist with the timely submission of grant applications and progress reports
- Conducts comprehensive research on both current and prospective corporate and industry funders in all relevant areas of opportunity; develop detailed profiles and provide briefings

Internal Management and Organization Support (10%)

- Coordinates with the Communications Director to implement the ongoing patient advocacy and partnerships communications plan, including print, email, social media, promotions and advertising, and website updates
- Develops collateral, documents, and presentations to support program and partnership growth

Education and Experience Required

- 2-4 years of experience preferred
- BA or BS degree required
- Administrative or project management experience
- Experience in writing and development of grant/funding proposals is preferred
- Demonstrated excellent written and oral communication skills
- Ability to work with flexibility, efficiency, enthusiasm, and diplomacy, both individually and as part of a team effort in a fast-paced work environment
- Background in patient advocacy is a plus
- Experience with social media is a plus
- Demonstrated passion for supporting the patient community

About The Kidney Cancer Association

The Kidney Cancer Association is a global community dedicated to serving and empowering patients and caregivers, and leading change through advocacy, research, and education to be the universal leader in finding the cure for kidney cancer. Founded in 1990 by Eugene P. Schonfeld and a small group of patients and doctors in Chicago, Illinois, the KCA has grown into an international non-profit organization based in Houston, Texas. The KCA promotes scientific advances through two annual research symposia and a robust grant program, participates in legislative advocacy, and seeks to be a source of education and resources for patients, caregivers, and anyone impacted by kidney cancer.

Interested candidates should e-mail resumes to careers@kidneycancer.org.