Partnerships & Clinical Engagement Manager

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

JOB SUMMARY:

The Partnerships & Clinical Engagement Manager will support the Melanoma Research Foundation's (MRF) mission areas of education, advocacy and research to:

1) Build, leverage and grow partnerships with healthcare providers, advocacy organizations, researchers, social support organizations, clinical influencers, academic centers, and other stakeholders
2) Build and maintain a robust database of melanoma providers and develop an annual plan for engagement
3) Develop an annual plan for promoting the MRF’s mission with other non-profit organizations

DUTIES AND RESPONSIBILITIES: Indicates the action or outcomes required to fulfill each major responsibility of the position.

Partnerships:
- Build a system to formalize and scale partnerships with organizations who have a shared mission and/or audience and can extend the reach of the MRF, especially organizations who focus on or have a relationship with the rare melanoma subtypes; adolescents and young adults; underserved minority and rural communities; and children’s groups who focus on healthy behaviors and disease prevention
- Develop a monitoring system to track outcomes associated with strategic partnerships
- Attend meetings and events hosted by priority organizations to promote the MRF
- Stay up-to-date and share the current priorities of the Foundation’s organizational partners and find opportunities for collaboration
- Suggest potential partner organizations to exhibit, participate, and/or attend Patient & Caregiver meetings for all subtypes

Clinical Engagement:
- Research and engage melanoma providers such as dermatologists, oncologists, surgeons, ophthalmologists, researchers, and other providers.
- Develop a robust internal database of providers and create an annual touchpoint plan
- Leverage internal database to research and create a new Treatment Center Finder
- Integrate new and existing Key Opinion Leaders (KOLs) and other melanoma providers more fully within all three pillars of the MRF
- Develop and implement surveys for educational programming for providers and clinical staff, and learn more about provider patient populations to understand where patients are being treated
• Identify new providers and researchers to join Scientific Steering Committees
• Identify new methods to promote MRF grant opportunities to providers, researchers, and medical students
• Assist with identifying speakers for Patient & Caregiver meetings for all subtypes
• Attend internal and external meetings to meet with providers, researchers, and KOLs

General:
• Work with Communications team to promote external partners on social media and create content for external partners to promote the MRF’s programming, including annual awareness campaigns
• Work with members of the Education Team to meet or exceed annual strategic plan goals
• Participate in the creation, planning, and implementation of new and existing projects
• Other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES: Reflects the minimum specific competencies required for job performance.
• 2-4 years of non-profit experience, preferably in cancer, public health or healthcare related industries
• Experience building and maintaining professional relationships
• Experience conducting research and creating databases
• Team-player with a positive attitude who is able to effectively work with multiple constituents
• Excellent critical thinking, organizational, time management, prioritization and problem-solving skills
• Strategic and collaborative mindset with the ability to execute and drive results effectively
• Project confidence, strategic thinking and persuasive capabilities when sharing ideas and concepts with clients and team members
• Ability to work with diverse population and be sensitive to cultural differences
• Excellent written and oral communication skills
• Proficient using Microsoft Office applications
• Experience using Survey Monkey (or similar survey platform) as well as virtual meeting platforms
• Able to travel, up to 10-15%
• Position is based in Washington, DC; remote work may be possible

EDUCATION:
• Bachelors degree in Public Health/Nursing/Social Work/ Related Field
• Advanced degree (Masters) preferred

OTHER REQUIREMENTS: Describes any other requirements or physical demands not indicated elsewhere

ADA PHYSICAL DEMANDS: The physical demands represent those that must be met by an employee to successfully perform the essential duties and responsibilities of the position.
Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- The position requires being seated for several hours a day
- The employee must frequently speak and hear as well as utilize the telephone, computer keyboard and monitor, pen and paper
- The employee is required to walk and/or travel by car, train or plane