



Team Telomere

An international community
for telomere biology disorders

POSITION TITLE: Program Manager

POSITION DURATION/TYPE: Full-time, contractor

LOCATION: Remote

SALARY: \$72,000/year

REPORTS TO: Executive Director

POSTING DATE: 08/10/2022

ABOUT TEAM TELOMERE

Team Telomere's mission is to provide information and support services to families worldwide affected by Dyskeratosis Congenita and Telomere Biology Disorders, to encourage the medical community's research in finding causes and effective treatments, and to facilitate improved diagnosis by educating medical providers.

Our vision is to see a world where every person impacted by Telomere Biology Disorders – including the affected individuals, caregivers, researchers, and clinicians – has accessible care, community, and resources, with the goal of positively changing the course of this disease, driving toward improved treatments and ultimately one day a cure.

POSITION OVERVIEW

The Team Telomere Program Manager will work directly with the Executive Director and the Board of Directors to effectively execute Team Telomere's strategic priorities. This position reports to the Executive Director.

DUTIES & RESPONSIBILITIES:

The Duties and Responsibilities of the Program Manager will include, but may not be limited to, the following:

Leadership Strategy and Support:

- Support the Executive Director in creating and executing long- and short-term plans, including setting targets for milestones and adhering to deadlines
- Assist in setting measurable short-term goals to see the fulfillment of long-term goals
- Be accountable for delivering projects on time, in-scope, and on-budget
- Delegate tasks to employees/board members best positioned to complete them as appropriate

Programs:

- Collaborate with the Executive Director in designing programs that align with the organization's mission and support the organization's goals
- Assist in the development and initiation/setting of goals for programs based on the organization's strategic objectives
- With the Executive Director, evaluate Team Telomere programs and identify strengths and areas of improvement

Communications and Development:

- Work with Communications Chair to oversee all external and internal communications to share organizational and program updates and other relevant information to all Team Telomere stakeholders through bimonthly newsletters, social media channels, and a comprehensive annual report
- Lead and facilitate effective communication among staff, board, volunteers, and other key stakeholders within the organization
- Identify and establish fundraising goals for programs as needed
- Construct weekly communication to the Board of Directors on program development and updates, including key metrics and strategic next steps

Operations:

- Develop and coordinate internal resources and track coordination of external resources, ensuring projects remain within scope, schedule, and defined budgets, in collaboration with Team Telomere Staff and Board of Directors
- Perform regular evaluation and analysis of programs and projects with key, meaningful metrics that can be utilized and communicated to all stakeholders
- Support the Executive Director in day-to-day operations of the organization
- Maintain organizational tools such as Dropbox
- Assist in the completion of administrative tasks as needed

QUALIFICATIONS:

- Nonprofit experience and/or experience in the scientific research field is highly recommended
- Strong analytical abilities, problem-solving skills, and written and verbal communication skills
- Competency in Microsoft applications (including Word, Excel, PowerPoint) and Google Suite
- Experience working with volunteers of all levels
- Proactive in recognizing needs and opportunities and taking initiative to work toward solutions
- Ability to travel if necessary

ATTITUDES & BELIEFS:

- You are a professional and poised caretaker of sensitive information about patients, caretakers, donors, and other members of the Team Telomere community
- You are energetic, outgoing, flexible, and able to thrive in a collaborative, evolving environment
- You regularly demonstrate strong self-motivation, strategic thinking, and the ability to work independently.
- You have exceptional project management skills, a knack for working backward from deadlines, and can deal with curve balls thrown at your work plan.
- You have a keen attention to detail, a love of adhering to organizational systems, and aren't satisfied until you have produced a high-quality work product.
- You are reliable and a friendly communicator who reaches out and follows up with professional persistence.
- You are a creative thinker and willing to test out new ideas.

HOURS OF WORK AND COMPENSATION

- 40 hours/week, flexible
- \$72,000 annually
- Travel stipend when asked to represent Team Telomere at various times and locations throughout the year
- Resources and career development tools will be provided on a case-by-case basis

TO APPLY

Candidates should send a resume, cover letter, and writing sample authored solely by the candidate, such as a newsletter, article, social media post, or memo to careers@teamtelomere.org with "Program Manager" in the subject line. No direct calls, please.

Team Telomere is a 501(c)(3) nonpartisan organization that is committed to building an inclusive community where all individuals and groups belong. Team Telomere intentionally supports the empowerment of women, people from diverse backgrounds, the LGBTQ+ community, people with disabilities, and groups that have been historically marginalized. We are stronger together. Together we are better equipped to build a more just, equitable world without these devastating diseases. We encourage all qualified candidates to apply for this position.