

Do you want to have a direct impact on your constituents and make a difference?

Do you have 3-5 years of experience in non-profit or non-profit management?

Do you know how to recognize the need for developing new resources and/or programs?

Have you analyzed and synthesized complex data relating to program outcomes and program effectiveness?

Are you a strong project manager and decision maker with critical thinking skills?

Do you enjoy analyzing data as much as you enjoy working with people?

We are looking for a:

Program Manager

We are the American Brain Tumor Association (ABTA). Our mission is to advance the understanding and treatment of brain tumors with the goals of improving, extending and, ultimately, saving the lives of those impacted by a brain tumor diagnosis. We do this through interactions and engagements with brain tumor patients and their families, collaborations with allied groups and organizations, and the funding of brain tumor research.

Founded in 1973, the ABTA was the first national advocacy organization committed to funding brain tumor research and providing information and education on all tumor types and all age groups. For over 40 years, we have been providing comprehensive resources that support the complex needs of brain tumor patients and caregivers, as well as the critical funding of research in the pursuit of breakthroughs in brain tumor diagnosis, treatment and care. We do all of this from our headquarters in Chicago, IL. We are located near the O'Hare airport with convenient, easy access to both the Blue Line and I-90.

To learn more about us, please visit our website at www.abta.org (no direct inquiries or third parties please; only online applications will be considered).

To the right Program Manager, we offer:

- Health, Dental, Vision, Life, Flexible Benefits, and Disability insurance
- 401(k) matching
- Paid time off and holiday schedule
- Collaborative, team environment
- Entrepreneurial, innovative spirit
- Opportunity to make a difference

Reporting to the Director of Programs and Outreach, the Program Manager will develop evidence-based programming, participate in program planning and track

program outcomes. You will measure the impact of programs and make appropriate recommendations for improvement and/or advancement. You will also provide project management services to develop and oversee several patient education meetings in key markets including program development, speaker invitations, marketing, logistics and administrative duties. Using your well-developed communication skills, you will deliver educational meetings and programming to our constituents, supporters and the community at-large. As an organizational ambassador, you will represent the ABTA at select meetings, conferences, and other key events to assist in furthering our mission and creating opportunities for expanding/enhancing the visibility of our brand.

You will be ideal for this position if you have:

- Bachelor's degree or higher in Social Work, Human Service Administration, Psychology, Counseling, Nursing or related field
- 3-5 years of experience in the non-profit sector
- Strong interpersonal communication and organizational skills
- Intermediate to advanced project management, problem solving and decision-making skills
- Ability to manage multiple projects and priorities and shift focus quickly
- Excellent verbal and written communication skills
- Ability to analyze and synthesize complex data relating to program outcomes and program effectiveness
- Positive attitude, energy, enthusiasm and desire to make a difference
- Demonstrated knowledge in community resources and recognition of need for developing new resources and/or programs

It would be especially ideal if you also have:

- Knowledge of brain tumors and brain tumor-related care and support
- Experience using Raiser's Edge, Convio and Citrix GoTo Webinar
- Demonstrated ability and willingness to serve on professional committees, attend staff meetings, attend in-services, and participate as a facilitator of in-services

Lastly, you must be able to:

- Travel up to 25% of the time
- Work occasional evenings and/or weekends on an as-needed basis (e.g., travel to out-of-state conferences, ABTA special events, etc.)

The American Brain Tumor Association, in conformity with applicable laws, is an Equal Opportunity Employer and does not discriminate on the basis of race, color, sex, sexual orientation, age, religion, national origin, or disability.