The Lymphoma Research Foundation (LRF) is the nation’s largest non-profit organization devoted to funding innovative research and serving the lymphoma community through a comprehensive series of education programs, outreach initiatives and patient services. LRF’s mission is to eradicate lymphoma and serve those touched by this disease. To date, the Foundation has awarded more than $68 million in lymphoma-specific research.

The Lymphoma Research Foundation is seeking a Program Manager, Patient Education.

- Reports to: Associate Director, Patient Education
- This position is located at the national office in New York City

The Foundation seeks a Program Manager who will be responsible for the planning, implementation and evaluation of LRF’s virtual Ask the Doctor About Lymphoma community-based education programs and webinar series. These programs are designed to educate lymphoma patients, caregivers and loved ones on the latest information about lymphoma, current treatment options and novel therapies.

**Essential Duties and Responsibilities**

- Plan and coordinate 12 Virtual Ask the Doctor About Lymphoma community-based education programs annually
- Assist in maintaining community partner(s) for our Ask the Doctor About Lymphoma series
- In partnership with the Foundation’s Information Technology Department, research and evaluate virtual platforms for program delivery
- Design program PowerPoint presentations in conjunction with LRF scientific advisors
- Work with speaking faculty and the Foundation’s Support Services Department to develop program PowerPoint presentations, required documentation and coordinate all speaker-related logistics
- Develop and disseminate speaker invitations and confirmation reports for speaking faculty, outlining program details and required information for presentations
- Assist with program marketing and outreach strategy, including:
  - Manage designer and printer/mail house on all marketing materials and fulfillment service
  - Compose marketing web and email content
  - Collaborate with Communications and Marketing Department to coordinate email and marketing material distribution
  - Work with speaking faculty and their institution to promote programs internally
  - Identify and collaborate with partner to cross-promote programs on social media and/or with physical collateral on display
- Communicate program agenda information and expectations with speaker(s) and sponsors
- Oversee program evaluation process, including:
o Develop relevant program surveys to elicit qualitative and quantitative feedback
o Analyze and summarize data from evaluation responses for reporting to management and enhancing future program quality
o Create evaluation reports for funders and stakeholders
• Assist Associate Director with logistics for in-person Workshops and Educational Forum (once these programs resume to be in-person), including preparation and shipment of program materials for these in-person events (e.g., welcome folders, literature and LRF material) and registration
• Conduct data entry and other administrative tasks to support the Department management
• Send monthly update to stakeholders on upcoming scheduled programs
• Process check requests and monitor program funds
• Draft letters of request to sponsors as needed
• Coordinate individual projects and assist with administrative tasks as needed
• Develop Foundation Webinar Series, including:
  o Identify and invite speaker(s), coordinate logistics and outreach
  o Organize handouts, presentations and speaking notes for live program
  o Co-facilitate questions and answers session with webinar vendor
  o Provide general support for the LRF staff hosting each webinar

Travel Requirements

• Ability to work occasional nights and weekends is required. Department Workshops and the Educational Forum are held on weekends in various cities across the United States (once these programs resume in person)
• Travel to LRF sponsored programs and other work-related meetings as needed (approximately five workshops per year and one educational forum)
• All travel is domestic, approx. 15% of time

Candidate Profile

The ideal candidate for the position must have:
• 3-5 years of program planning and/or administrative experience
• Experience planning virtual programs preferred
• Ability to work in a fast – paced, growing environment
• Track record of operating independently, demonstrating creativity, being detail-oriented, and delivering results in a highly organized manner
• Effective writing and public communication skills
• Ability to monitor and adhere to tight deadlines
• Highly motivated with ability to work within a small team and take on tasks as assigned
• Proficient use of Microsoft Office (Word, Excel, Outlook, PowerPoint) is required; working knowledge of HTML, Survey Monkey and Adobe Creative suite is preferred.
• Ability to carry/lift materials up to 15 pounds
• Database Knowledge: A working knowledge of Raiser’s Edge, Blackbaud/Luminate Online is preferred
• Bachelor’s Degree required

Interested candidates should email their resume and cover letter to jbrown@lymphoma.org and place “Program Manager” in the subject line.