



Wellness House envisions a community where all people affected by cancer thrive. Offered at no cost and as a complement to medical treatment, our programs educate, support, and empower participants so they will improve their physical and emotional well-being.

For more than 30 years, Wellness House has offered professionally facilitated, evidence-based programs to all those impacted by cancer. Taking place at our main location in Hinsdale, at partner locations throughout Chicagoland, and online, our programs are utilized by more than 3500 people each year. Wellness House offers a robust benefits package as well as a team of highly effective collaborative staff dedicated to the mission.

We are currently seeking a strong leader to fill the position of Director of Programs. Reporting to the Executive Director, this full-time, salaried, exempt role supervises a team of Program Managers, Community Relations Manager, and Program Associate.

### **Summary of Position**

A member of the Senior Leadership Team, the Director of Programs provides leadership, direction, and management of all programs at Wellness House. The Director of Programs guides the program team in translating current research and oncology trends into needs-based programs aligned with the strategic direction of Wellness House. This position oversees and participates in program development, delivery, and evaluation, as well as staff supervision. The Program Director collaborates with fellow directors to ensure the fulfillment of the mission of Wellness House. The Program Director serves as liaison to the Program Committee of the Board of Directors and represents Wellness House to external program partners.

### **RESPONSIBILITIES**

#### **Program Direction (Approximately 65% of the time)**

##### *Management*

- Assure programs taking place at both our main location and partner locations are high-quality, evidence-based, and meet the needs of people affected by cancer.
- Oversee the development and management of all Wellness House programs in the areas of Exercise, Information and Education, Nutrition, Stress Management, Support and Counseling, and Child and Family Programs.
- Lead the development of community and medical partnerships with the goal of expanding the geographic reach of Wellness House programs.
- Identify and form relationships with program leaders from other organizations, experts in the field, and/or psycho-social oncology services to collaborate with, from which to learn, to stay abreast in the field, and to help position WH as a leader in this sector.
- Serve as a fully participating member of the Leadership Team.
- Develop and provide training to staff on program policies and procedures. Ensure that they are being properly implemented and/or followed at WH

### *Planning*

- Actively participate in strategic planning and implementation of program goals and objectives.
- Lead development of innovations in program service delivery based on best practices, participant and staff input.
- Develop the annual program plan that is evidence-based, aligned with organizational strategy, and based on research and evaluation outcomes.

### *Evaluation*

- Develop, conduct, and monitor research and evaluation activities at Wellness House.
- Lead the evaluation of program effectiveness using the stated outcomes and appropriate tools to discern participants' change and satisfaction. Provide guidance and direction to the staff carrying out program evaluation activities. Prepare and disseminate reports on the effectiveness of programs to stakeholders as needed. Incorporate evaluation results into future program planning.
- Provide clear statements regarding Wellness House's program utilization, effectiveness, and participant satisfaction. Ensure that data on the needs of people affected by cancer is maintained, current, and meaningful for program development and evaluation.
- Oversee the full utilization of the Wellness House program database and provide direction for the set-up of data collection procedures that maximize efficiency.
- Review monthly utilization reports that are prepared by Program Managers. Integrate manager reports into a monthly program report to be viewed by other Directors and the Executive Director.

### *Personnel*

- Model for staff, and actively engage and contribute to, a healthy, stimulating, productive work environment where all constituents, participants, staff, volunteers, donors can "feel better inside."
- Provide day-to-day supervision of program managers, empowering them to implement and meet the goals of the program plan.
- Hire, train, develop and retain program staff members for all Wellness House programs.
- Approve recommendations for interns and student trainee placements at Wellness House.
- Conduct performance evaluations for all direct reports and ensure the completion of all program staff performance evaluations. Make salary recommendations to the Executive Director for all program staff.
- Manage and oversee the clinical supervision of program staff.
- Direct the development of professional development plans for program staff.

### *Other*

- Provide direct service, as needed.

### **Fundraising and Community Relations/Affairs** (Approximately 20%)

- Participate in the marketing of programs through speaking engagements and other identified activities; cultivate collaborative relationships that result in greater awareness of Wellness House Programs and increased referrals to Wellness House.

- Serve as a WH spokesperson and/or participate in other civic or development activities as directed by the Executive Director.
- Under the Director of Development's direction, write content and provide data for proposals and reports.
- Participate in funder site visits and major donor solicitation calls, when assigned.
- Attend all WH fundraising events and serve as WH spokesperson, cultivating donors and funders
- Identify, develop and maintain collaborative relationships with medical and community partners that result in increased awareness and utilization of Wellness House programs at our main location and at partner locations.

**Administration** (Approximately 5%)

- Develop (with Program Managers) and monitor the Program department budget. Help develop the organization's expense projections. Approve departmental expenditures.
- Staff the Program Committee of the board; communicate progress towards program goals and strategic objectives at each Program Committee Meeting.
- Provide reports and make presentations to the Board of Directors and Executive Committee upon request.

**Other** (10%)

- Further update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Perform general tasks and other duties as assigned.

**QUALIFICATIONS:**

- Education: Master's Degree in human services, health care field, or nonprofit management
- Work Experience: 5+ years experience in a leadership role; experience in program development and management, staff supervision, and program evaluation; success in identifying and working with partnerships; experience with writing grant proposals and reports.
- Special Knowledge & Skills: Knowledge about the psychosocial effects of illness; group/class facilitation skills; awareness of social determinants of health and their impact on outcomes; knowledge and aptitude working with Microsoft Office and software packages.
- Demonstrated Competencies: Strong written and oral communication skills; organization and planning skills; strategic thinker; analytical skills; results orientation; ability to handle multiple priorities; initiative; sound judgment; highly ethical; committed to the mission of Wellness House.

Interested individuals should forward cover letter and resume or CV to [HR@wellnesshouse.org](mailto:HR@wellnesshouse.org).  
No phone calls please.

Wellness House is an EOE.