

The Gathering Place is a non-profit community-based cancer center located in Cleveland Ohio that supports, educates, and empowers individuals and families currently coping with the impact of cancer through programs and services provided free of charge.

The Chief Program Officer (CPO) serves as a critical member of the Leadership Team. In collaboration with the Chief Executive Officer and Vice President of Partner Engagement, the CPO will articulate and implement the strategic vision and leadership around hospital partnerships, and the evaluation of programming and related services. The CPO will oversee a program portfolio that includes: 1) Adult programming for individuals with cancer and their caregiver/support person; 2) Children & Family programming and related services; 3) Community based programming and related services. In collaboration with the Chief Development Officer, the CPO will help seek funding to support the mission. The CPO provides mentoring, guidance, supervision, and professional development for clinicians, contract staff, Participant Navigators and Volunteer Services Manager. The CPO will engage the Board of Directors frequently under the direction of the CEO and will work closely with the Program Committee Co-Chairs.

### **Key Responsibilities:**

- Supervise clinical team, contract staff affiliated with programming, Participant Navigators, and Volunteer Services Manager.
- Facilitates and monitors the implementation of the components of the comprehensive organizational strategic plan relating to programming and related services.
- Designs and implements an annual plan for programming.
- Develops budget for annual operations pertaining to programming and related services.
- Monitors adherence of annual expenditures monthly.
- Oversees and monitors program and service evaluation.
- Participates in research and oversees research projects in collaboration with our community academic and medical partners.
- Oversees and monitors records and statistics of participant activities.
- Provides ongoing education about philosophy and specific program activities for the Board of Directors.
- Works closely with the Program Committee Co-Chairs to staff the Board's Program Committee (Core Working Group and Professional Advisory Round Table).
- Works closely with the Marketing Team to ensure programs and services are publicized on social media, in community and other appropriate locations.
- Works closely with the Outreach Team to support outreach efforts to the lay and professional communities.
- Prepares/reviews content for marketing requests for programs, and quarterly program calendar/newsletter.

### Key Responsibilities, continued:

- Approves outside materials used/available in The Gathering Place.
- Serves as liaison and on committees of appropriate health-related organizations and entities in the Greater Cleveland area (i.e., Commission on Cancer, Breast Program Leadership Committee, Survivorship Committee).
- Identifies, interviews, and recommends personnel for the staffing of programs.
- Oversees the training and supervision of clinical and contract staff, Participant Navigators and Volunteer Services Manager.
- Supervises and evaluates the staff in the delivery of programming, providing annual reviews and development of personal/professional goals.
- Encourages professional recognition of the work of TGP staff locally and nationally.
- Oversees the organization of the twice-monthly peer supervision.
- Oversees the contract staff in delivery of programs and related services.
- Works closely with the Volunteer Services Manager in the development and implementation of programs requiring volunteers.
- Serves as a clinical facilitator for program components as appropriate.
- Provides direct service to participants as appropriate.
- Serves as a clinical role model and resource.
- Works with CEO and VP of Partner Engagement on developing and maintaining an appropriate community referral system.
- Participates in staff meetings.
- Participates in bi-weekly Leadership meetings.
- Participates in board meetings as directed by CEO.
- Participates in executive committee meetings as directed by CEO.
- Participates in continuing educational activities for personal and professional growth.
- Seeks opportunities, implements, and oversees students and interns.
- Seeks opportunities for grant funding and assists with grant proposals related to programming in coordination with the Chief Development Officer.
- Creates and maintains positive relationships with funders and other stakeholders.

### **Relationships:**

#### **Reports to:**

- Chief Executive Officer

#### **Supervises:**

- Clinical staff
- Contract Staff
- Volunteer Services Manager
- Participant Navigator
- Students as appropriate

### **Qualifications:**

#### **Education**

- Master's degree in medical, health, or mental health field

#### **Licensure**

- Licensed in the State of Ohio in medical or mental health field or eligible for licensure in the State of Ohio, Supervisory credential preferred

#### **Work Experience**

- 8-10 years of clinical practice in medical, health, or mental health (preferably related to psycho-oncology)
- Experience with both group and individual practice
- Minimum of 5 years of supervisory experience

### **Knowledge, Skills, Traits and Values Required:**

- Proven leadership skills that include the following competencies: research, program planning and program management and clinical supervision.
- Strong interpersonal skills that include strong communication (written and verbal) and listening skills, team-building, conflict resolution.
- Honest and trustworthy, flexible.
- Pairing of strong analytic and relationship skills with systems thinking in a clinical setting
- Possesses excellent knowledge of clinical policy and procedure.
- In-depth knowledge on the comprehensive integrative support services for individual and families coping with the impact of cancer, from time of diagnosis, through treatment, survivorship, and end of life. Strong background in psycho-oncology and mental health preferred.
- Able to adhere to deadlines, be detail oriented, and has a proven ability to prioritize and manage multiple tasks.
- Possesses strong clinical skills.
- Creative and innovative thinker in line with organizations goals.
- Appreciates the role of humor in the workplace.
- Dedicated to TGP's mission, culture, and vision.

**Please reply to Michele Seyranian, Chief Executive Officer  
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