

Director of Community Outreach West Cancer Foundation

Reports To: President

FLSA Status: Exempt, Salaried

Pay range: \$65,000 - \$70,000 / year

Application Link:

<https://app.loxo.co/job/MTAyMDIta2ozNWthNHJpZWsx3ZnZg==?t=1768583635494>

About Us:

West Cancer Foundation's mission is to break through barriers to cancer care and improve patient outcomes by providing accessible patient resources, early detection and education, and community-based research.

Position Summary:

West Cancer Foundation is seeking a strategic and mission-driven Director of Community Outreach to lead the vision, planning, outreach, and growth of the Foundation's community outreach initiatives. This role is responsible for developing and executing a comprehensive community engagement strategy that advances WCF's mission, addresses health inequities, and strengthens partnerships across the Memphis region.

Reporting to the President, the Director of Community Outreach provides leadership in program strategy, partnership development, event execution, impact measurement, and long-term planning. This position serves as a key organizational ambassador and thought partner, ensuring community programs are aligned with WCF's strategic priorities and measurable outcomes.

Key Responsibilities:

Strategy, Planning & Leadership

- Develop and recommend a long-term community engagement and outreach strategy aligned with WCF's mission, strategic plan, and growth goals.
- Identify opportunities for programmatic expansion, innovation, and improvement, informed by community needs, data, and emerging research on barriers to cancer care.
- Collaborate with executive leadership to set annual priorities, goals, and success metrics for outreach programs.
- Prepare and manage the annual community outreach budget, ensuring resources are aligned with strategic objectives and impact goals.
- Create and oversee program evaluation frameworks, including metrics, data collection, and impact reporting to guide decision-making and continuous improvement.

Partnerships & Community Relationships

- Build, maintain, and expand high-impact partnerships with healthcare systems, oncology providers, primary care practices, Federally Qualified Health Centers, and community organizations committed to health equity.
- Serve as a senior representative of WCF in the community, strengthening the Foundation's visibility, credibility, and influence.

- Identify and cultivate strategic collaborations that support sustainability, funding opportunities, and broader community reach.
- Lead and participate in local events such as health fairs, community center education, lunch and learns, and other outreach opportunities.

Program Oversight & Integration

- Provide strategic oversight of all community outreach programs, ensuring consistent quality, alignment with goals, and effective use of staff, volunteers, and partners.
- Work cross-functionally with marketing, research, grants, and operations teams to ensure cohesive planning, messaging, and execution of outreach initiatives.
- Partner with the Director of Research, Grants and Strategy to identify funding opportunities, contribute to grant strategy, and ensure accurate data collection and reporting.

Reporting & Governance

- Prepare regular reports, including progress updates, outcomes, and strategic recommendations.
- Contribute to annual reports and organizational planning documents related to community impact.

Operational Support

- Provide oversight and implement outreach calendars, events, volunteer engagement, and educational materials, ensuring execution supports strategic goals.
- Support fundraising and signature events as a senior leader and organizational representative.
- Maintain awareness of unmet community needs and external resources to inform future program planning.

Requirements:

- Bachelor's degree in public health, social work, nonprofit management, or a related field
- Minimum of three years of experience in community health, nonprofit leadership, or related fields, with demonstrated strategic planning responsibility
- Proven experience developing programs, managing budgets, and evaluating outcomes
- Strong relationship-building skills with diverse stakeholders and community partners
- Excellent written and verbal communication skills, including board-level and public presentations
- Ability to balance strategic thinking with operational oversight in a collaborative environment
- Proficiency in Microsoft Office and ability to learn new systems quickly
- Availability for occasional evenings/weekends for community and fundraising events

Preferred Qualifications:

- Master's degree in public health, nonprofit management, health education, social work, or related field
- Bilingual in English and Spanish

Work Environment / Physical Demands / Travel:

- Typical office environment with moderate noise level.
- Ability to work a flexible schedule, including evenings and weekends as needed.
- Valid driver's license and reliable transportation required.
- Ability to stand, walk, reach, climb or balance, stoop or crouch, use hands/wrists, talk, see, and hear for extended periods.
- Ability to lift up to 50 lbs.