

## **Manager of Community Mobilization & Partnerships**

### **Job Description**

#### **Position Overview**

The Manager of Community Mobilization & Partnerships, with support of GTH leadership, and staff, will lead the organization's outreach and advocacy function, which includes the development and execution of Gateway to Hope's outreach strategy driven by the overall mission and impact goals. The Manager of Community Mobilization & Partnerships is responsible for raising awareness within specific stakeholder groups about breast healthcare inequities that exist in our community as well as GTH programs and services. This person will also be responsible for leading Gateway to Hope's efforts to catalyze community-driven change with regard to breast healthcare access across the state of Missouri. The Manager of Community Mobilization & Partnerships will build and maintain ongoing relationships with community partners, engaging those partners to become advocates for healthcare access and breast health awareness in their home communities and neighborhoods. This person will be a leader, driven by passion and enthusiasm for racial and healthcare equity and change, and will ground their work in the basic principles of community organizing. They will operate using an equity lens, ensuring that their work – and the work of GTH – is centered in the needs as defined by the community in which we work and ensuring all efforts are in service to sustainable change for communities across the state of Missouri.

#### **Primary duties and essential functions**

- Lead Gateway to Hope's Community Outreach Function
  - Work with Senior Leadership to define impact goals, develop and implement comprehensive project plans to achieve those impact goals. This will include the leadership of community-based education programs, advocacy efforts and more.
  - Plan, coordinate and execute activities and logistics in support of the goals set forth in the plan.
  - Identify and participate in targeted health and resource fairs, activities and events, featured speaker engagements, general speaking opportunities, and media spots (TV and radio interviews) to promote awareness in the community
  - Engage community action groups and centers of influence in the community
  - Lead evaluation of outreach efforts for the purpose of continuous improvement
- Develop and Maintain ongoing relationships with community partners
  - Identify and cultivate relationships in the community in which GTH serves
  - Prepare and update outreach presentation and other materials necessary to achieve outreach goals
  - Maintain contact with all current referral sources on an annual basis
  - Maintain all outreach data in online system, Salesforce
- Manage volunteer resources to assist in outreach efforts

- With Program Leadership, develop, administer, and review policies and procedures for outreach volunteers
- Orient outreach volunteers to increase their understanding of the organization, its clients, its services and the role and responsibilities of volunteers
- Identify opportunities to utilize volunteers; coordinate those efforts
- Provide support to the program staff
  - With the Program Leadership, explore ways to use resources and collaborations to achieve goal of providing highest quality of services in the most efficient way
- Continuous Training and Learning
  - Stay up-to-date on regional disparities, community health data as it relates to compliance and treatment, new oncology practices and research, and therapies by attending educational meetings and workshops
  - Maintain thorough knowledge of health insurance (public and private) policies and procedures
  - Maintain thorough knowledge of available resources at the local, state, and national level
- Perform other duties as expected of all GTH staff

### **Characteristics and Qualifications**

- Experience and/or education in public health and/or social work preferred; knowledge of local breast cancer disparities and existing community conditions – including local and statewide healthcare landscape - a plus
- A passion for creating equitable systems, especially within public health
- A willingness to be a leader in the community, while operating with great cultural humility
- Master's degree preferred
- Proficiency in Microsoft Word, Excel, PowerPoint and Outlook
- Understanding of computer systems and databases, and experience using data to inform decisions, experience with Salesforce a plus
- Excellent written, oral and communication skills
- Detail-oriented and strong organizational skills
- Ability to manage time and tasks independently
- Personable, positive team player ready to interact with team members and community members on a regular basis
- Demonstrated cultural competence is a requirement of this position

Interested applicants can forward their resume & cover letter to [heather@gthstl.org](mailto:heather@gthstl.org).

### **Work Environment**

At this time, the Gateway to Hope staff is working remotely. This position operates in a professional work from home office environment, as well as in a community context, when proper protocols are taken during the COVID pandemic. The Gateway to Hope team relies heavily on technology to achieve goals, while interacting regularly with the entire staff. As the pandemic subsides, this position will have work-from-home flexibility as well as an in-office location.

### **Physical Demand**

Some light lifting and filing is required. This role routinely uses standard office equipment and technology.

### **Position Type and Expected Hours of Work**

This is a nonexempt position averaging 40 hours per week. Hours of work primarily between 9:00AM and 5:00PM, Monday through Friday, with occasional weekend and evening commitments. Gateway to Hope offers a generous PTO policy, flexible working hours and pays 100% of employee healthcare premiums, and encourages well-balanced, healthy lifestyles.

### **About Gateway to Hope**

Gateway to Hope, [www.gthstl.org](http://www.gthstl.org), is breast cancer lifeline. Our mission is to remove barriers to affordable, timely, quality healthcare, empowering people with breast cancer to face the disease and focus on healing. We believe that no one should have to choose between life-saving medical care and basic necessities. We know that these barriers to healthcare impact survival. That is why we provide financial and navigation support during treatment, so our recipients can access the care they need. We also lead community efforts to build greater access to affordable screenings and early detection options – another significant barrier to care and to breast cancer survivability. Based in St. Louis, Missouri, we serve communities across the state of Missouri and Southern Illinois. We believe in advancing health equity and are committed to building greater health equity in our communities. We are an equal opportunity employer and value the lived and learned experiences of all individuals. We place emphasis on creating a diverse environment - all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.