



Position Description: Operations Manager

Sector: Global Health Care / Non-profit
Location: Bay Area, CA
Status: Full-time
Date Posted: TBD
Salary: Competitive salary commensurate with experience
Benefits: TBD

ORGANIZATION OVERVIEW: Global Oncology, Inc. (GO) is a nonprofit 501(c)(3) organization whose mission is to bring the best in cancer care to underserved patients worldwide. Founded in 2012, GO is a community of physicians, scientists, designers, engineers, public health experts, policy makers, nurses, lawyers, students, and other professionals working in teams to help people throughout the world who are treating cancer and its related pain. We collaborate across geographic, professional, and academic borders to:

- (1) *Educate* patients, caregivers, and the general public about cancer
- (2) *Build capacity* of health systems to deliver high quality, equitable care
- (3) *Mobilize* researchers, activists, and implementers in the global cancer space

POSITION:

GO seeks a passionate, entrepreneurial Operations Manager (OM) to:

- 1) Maintain operational responsibility for the organization's volunteers, programs, projects, fundraising, and compliance
- 2) Develop deep knowledge of the field and initiate and sustain core programs and projects, key relationships, and operations.
- 3) Explore and establish new programmatic partnerships and projects along with co-founders and other senior staff, Directors, and/or Advisors.
- 4) Enhance GO's impact, visibility and reputation in the global health and global cancer spaces

This is an ideal opportunity for an experienced, highly motivated, impact-oriented professional who is passionate about growing and scaling programs focused on cancer and addressing disparities in access to care globally. The new OM will have the unique opportunity to take an emerging organization's successfully launched programs from the pilot phase to the global stage.

Reporting to the Board of Directors and to the new Executive director, once recruited, the OM will work to achieve the strategic goals co-established by the OM and Board. The OM will



assume operational responsibility for GO's staff, volunteers, programs, compliance, expansion, and mission execution.

RESPONSIBILITIES:

Programmatic Oversight and Network Management (50%)

- Ensure consistent financial and administrative management, including developing necessary administrative systems; recommend timelines and resources needed to achieve strategic goals
- Actively engage and energize GO volunteers, event committees, alumni, partnering organizations, and funders
- Establish effective systems to track programmatic progress and regularly evaluate program components so as to measure successes and communicate them to the board, funders, and other constituents

Board Development and Engagement (10%)

- Serve as support staff for board committees, including working closely with the Board chair to drive preparation of the agenda for board/leadership meetings
- Seek and build board involvement with strategic direction for both ongoing local operations as well as for national and international growth
- Attend quarterly board/leadership meetings, with additional meetings as needed to cultivate and build collaborations.

Fundraising & Communications (40%)

- Ensure consistent quality of fundraising efforts, including participation in and possible oversight of grant writing, grant management, and event planning
- Organize and manage planning committees consisting of GO board directors, advisors, and other volunteers for key development events. Historically these have included 1-2 small-scale events per year (e.g. salon events of ~30 people) and 1 large-scale development event per year (e.g. gala-style event of ~200 people)
- Deepen and refine all aspects of communications—including web presence, social media, annual reporting, and external relations—with the goal of creating strong awareness of the need GO addresses and the ways in which it does so
- Be an external local and global presence, overseeing the publication and communication of program results and impact with an emphasis on the successes of local programs as models for regional, national and international replication

QUALIFICATIONS:

The OM will be thoroughly committed to GO's mission. A successful candidate will have proven leadership, fundraising, relationship management and mentoring experience, and enthusiasm for developing an initiative from the ground up. Concrete demonstrable experience and other qualifications include:



- Required: Bachelor's degree; Preferred: Master's degree, ideally an MBA or MPH, with at least 2 years of management experience
- Demonstrated interest in nonprofits, small businesses, global health or a related field
- Track record of effectively supporting a performance- and outcomes-based organization
- Excellence in organizational and administrative management, set and achieve strategic objectives, and fiscally manage an organization
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Action-oriented, entrepreneurial, adaptable, and innovative approach to planning
- Ability to work effectively in collaboration with diverse groups of people
- Passion, idealism, integrity, positive attitude, mission-driven, and self-direction

Please submit a description of your interest along with your resume and three (3) references to jobs@globalonc.org

For additional background regarding Global Oncology, Inc., please see: <http://globalonc.org/>
