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**Title:** Mission Manager

**Reports to:** Executive Director

**Classification:** Full time exempt position.

**Function:** Responsible for managing all aspects of the Affiliate's grant making community outreach and education programs. This position requires an ability to build strong relationships with community organizations, volunteers, colleagues and the health care community.

**Job Description:**

1. Responsible, with the Board, Executive Director and Community Outreach Coordinator, for production of biennial Community Profile beginning with the 2011 Profile. Ensure the integration of the results of the Community Profile into all activities of the Affiliate.
2. Responsible for staffing and supporting Education Committee to develop and manage budget, timeline and implementation of Education Committee programs
3. Work collaboratively with the Grants Chair and staff to manage all aspects of the Community Grants program.
4. Supervise staff for three-year grant-funded Conversations for the Cure™ program.
5. Serve as liaison to general public community organizations, medical facilities, and health professions. Identify opportunities for the development of strategic alliances and form key partnerships with individual and organizations-in both the public and private sector – to enhance the Affiliate's ability to influence the breast health of the community.
6. Support the Public Policy efforts of the Affiliate.
7. Attend Board and staff meetings.
8. Travel throughout Komen service area on a periodic basis to develop and maintain contacts with community grantees, prospective applicants and other community partners.

**Skills:**

Excellent organizational skills with attention to both the strategic goals and the implementation details  
Excellent written and verbal skills for communication in large groups and interpersonally. Comfort with discussing breast health, breast cancer and related topics  
High proficiency with computer software, including Word, Excel, PowerPoint, & Outlook  
Excellent skills in planning events  
Highly skilled in training and working with volunteers  
Ability to lead and make good decisions in challenging environment  
Ability to manage multiple programs simultaneously

**Qualifications:**

College degree, preferably a CHES. MPH desirable. Bi-lingual a plus.  
5-7 years experience with social service program management, including program development, implementation, reporting and budgeting  
2-3 years experience with grant program management  
3-5 years of public speaking, training or similar experience  
3-5 years experience supervising volunteers  
Current driver's license, auto and insurance  
Ability to lift 40 pounds, bend, stoop, and sit or stand for long periods of time  
Ability to travel within the Affiliate service area, to national trainings  
Available to work nights and weekends for occasional meetings and events

The Milwaukee Affiliate of Susan G. Komen for the Cure® serves an eight county area in Southeast Wisconsin (Kenosha, Racine, Walworth, Waukesha, Jefferson, Washington, Ozaukee and Milwaukee Counties). In addition to organizing fundraisers, such as the signature event-Komen Milwaukee Race for the Cure®-the Affiliate engages in outreach and education activities and funds grants to agencies and organizations in the service area. The Affiliate has a staff of three and scores of dedicated volunteers.