

ANGEL FOUNDATION – POSITION DESCRIPTION

TITLE: Financial Cancer Care Program Manager
CLASSIFICATION: Full time (40 hours/week); Exempt
REPORTS TO: Vice President of Mission Delivery and Operations
SUMMARY: The Financial Cancer Care Program Manager is responsible for providing program management and social work services including client needs assessments and resource navigation to oncology clients enrolled in the Financial Cancer Care (FCC) program. The manager is the main point of contact for clients, oncology healthcare professionals, and Pro Bono Certified Financial Planners™. The ideal candidate is someone who is resource driven and passionate about reducing cancer-related financial toxicity for oncology patients.

MISSION Through an innovative and integrated approach of financial assistance, education and support, Angel Foundation helps adults with cancer and their families so they may live life well with stability, strength, and resilience.

CULTURE STATEMENT At Angel Foundation it starts with “How can I help?” We are a people-first organization that is supportive and collaborative – from our office space and meetings to our programs and events. We are passionate about our mission and dedicated to our common goal of helping each other and the local cancer community.

DE&I COMMITMENT Angel Foundation is committed to creating and maintaining a working environment that is inclusive, equitable, and welcoming.

PRIMARY RESPONSIBILITIES

- Responsible for the oversight and delivery of the Financial Cancer Care program and a critical player on the Mission Delivery team.
- Responsible for driving program strategies with measurable outcomes.
- Works collaboratively with Pro Bono Certified Financial Planners™ and oncology healthcare professionals in assessing the financial needs of a client and providing other possible resources for financial support.
- Provides navigation for clients who may qualify for assistance through state, county, or federal programs, foundational grants, and/or replacement drug services.
- Matches clients with Pro Bono Certified Financial Planners™. Reviews and evaluates client progress and establishes client outreach and retention efforts.
- Ensures all systems, policies and processes are in place for proper recording, tracking and reporting of Financial Cancer Care program data.
- Responsible for designing, developing, coordinating, managing, and conducting all client and Pro Bono Certified Financial Planner™ training programs and workshops.

- Promotes the Financial Cancer Care program with key stakeholders, funders, and community organizations through speaking engagements, meetings, and written materials.
- Creates content for flyers, website, and other communications.
- Performs other job-related responsibilities as requested.

QUALIFICATIONS

- Bachelor's degree in social work preferred.
- A minimum of 3 years as a patient financial advocate, financial counselor, medical social worker, or other related healthcare or nonprofit position required.
- Advanced knowledge and understanding of oncology services, state and federal financial programs, Medicare/Medicaid, and other health related financial programs and resources.
- Ability to establish and maintain effective working relationships with health care constituents, social workers, oncology experts, Pro Bono Certified Financial Planners™, key stakeholders, and community partners.
- High level of comfort in working with individuals and families during times of crisis.
- Excellent organizational, management, communication, and leadership skills.
- Strong financial acumen.
- Must be reliable, flexible, self-motivated, and have a passionate commitment to the mission and culture of Angel Foundation.
- Ability to work independently, exercise good judgment, and maintain confidentiality.
- Proficient in Microsoft Office software.

WORK ENVIRONMENT

- Physical requirements: normal office environment, ability to sit, stand and operate office equipment.
- Ability to lift 25 lbs.
- Travel requirements: some local travel may be required.
- Other: Willing to work overtime when business demands necessitate additional coverage and output.

Angel Foundation is an equal opportunity employer and encourages applications from people of color, indigenous people, persons with disabilities, and LGBTQ+ individuals.