Director of Programs and Outreach

Job Description

About Tennessee Kidney Foundation

Tennessee Kidney Foundation (TKF) is a nonprofit organization with a $1.1M annual budget focused on empowering and supporting individuals at risk or affected by kidney disease, and its vision is a Tennessee where the rate of kidney disease is minimized and everyone who needs care receives care. Providing innovative and life-sustaining prevention, education, and direct assistance programs in a 42-county service area, TKF is a vital community resource. TKF staff members work collaboratively as a team to ensure that inclusion and compassion for clients and the public are at the center of their work.

The Team Member

TKF seeks a senior staff member with a passion for ensuring access to care and addressing the social determinants of health that have an impact on health outcomes of the communities TKF serves.

The Director of Programs and Outreach has a collaborative mindset and brings excitement and energy to the development and implementation of existing and future programs.

The ideal candidate has a high standard of professional conduct, possesses an entrepreneurial spirit, and seeks to join a thriving organization poised for continued growth.

The Position

The Director of Programs and Outreach is a member of the TKF leadership team and oversees all facets of TKF’s four core program areas, including:

- Community health education
- Preventive kidney health screenings
- Transportation assistance to facilitate access to life-sustaining healthcare
- Emergency financial assistance for dialysis and transplant patients’ urgent basic needs

The Director of Programs and Outreach works to ensure that those affected by kidney disease live their healthiest lives, have access to resources about the prevention of kidney disease, and reduce barriers to healthcare. The Director of Programs and Outreach will gain an understanding of the unique challenges faced by those at risk of or affected by kidney disease. In addition, the Director will:

- Manage program budgets and work with the CEO to identify needs gaps and opportunities to expand or diversify programs.
- Collaborate with industry partners to create and maintain relevant kidney health educational resources.
- Coordinate, secure speakers and guests for, and moderate bimonthly roundtable educational events for industry partners, including dialysis and transplant social workers and dietitians.
- Collaborate with community, faith, medical, and corporate partners to schedule and execute 4-6 in-person kidney health screenings and community education events annually.
- Manage the virtual education and virtual screening programs, including identification of participants, the development of curricula, and the development of measures of success for at least 4-6 virtual events annually.
● Establish and maintain relationships with program funders and other relevant community partners.
● Maintain knowledge of issues and best practices related to kidney health.
● Cultivate and maintain relationships with referral sources in the community, including dialysis and transplant social workers and dietitians.
● Maintain processes and protocols for accepting, reviewing, and fulfilling monthly assistance requests for critical services.
● Manage weekly programmatic disbursements, including coordinating with the TKF accountant by providing data needed to fulfill requests for assistance and ensuring the delivery of assistance to program clients.
● Oversee data management processes and protocols for all TKF programs.
● Analyze data to measure program effectiveness, to describe client needs, and to identify opportunities for improvement to program delivery.
● Provide regular reporting on critical assistance and community programming as required for TKF board of directors, grant or other funders, and community partners.
● Maintain current databases of referral sources and program vendors.
● Partner with TKF’s CEO and Director of Development on the identification, submission and compliance of grant proposals relevant to all programs.

General TKF Team Responsibilities

Because TKF has a small staff, everyone on the team contributes to the following:

● Handling aspects of office operations as needed or when requested.
● Participating in and supporting special events and activities involving TKF.
● Assisting with incoming phone calls or emails and/or rerouting inquiries to the appropriate team member.

Requirements

● Bachelor’s Degree and at least five years of program management experience
● Data management experience
● Adept at navigating technology, including but not limited to Microsoft Excel, PowerPoint, Word, Office 365, and cloud-based CRM platforms
● Excellent project and time management skills
● Ability to interact and communicate effectively with all levels of staff and the public
● Collaborative and communicative work style
● Positive and welcoming attitude
● Experience handling confidential matters with discretion
● Must have reliable transportation
● Must be available to work in-person on Tuesdays and Thursdays
● Confidentiality regarding information and records
Work Environment and Culture

TKF is committed to fostering diversity, equity and inclusion and is proud to be an equal opportunity employer. We desire a workplace where each member of our team can be themselves and bring their best selves to our work.

All qualified applicants will be considered for employment without regard to race, color, religion, gender, gender identify or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

TKF currently has a hybrid remote and in-person work environment with general daily availability between 9am-5pm. The Director of Programs & Outreach must be available to work in-person on Tuesdays and Thursdays.

Salary and Benefits

Competitive starting base salary of $65,000 based on experience.

Comprehensive medical, dental, and vision benefits provided for all full-time employees.

403b retirement plan with 5% employer match for all full-time employees.

Leave policy:

- Generous vacation allowance and 15 sick days annually, with accrual up to 30 days

How to Apply

Email cover letter and resume to careers@tnkidney.org. Applications accepted until Friday, June 24. Resumes without cover letters will not be considered. No phone calls, please.