

Position Title: Survivorship Programs Director



Date: February 2026

FLSA Status: Exempt

Reports To: Executive Director

Supervises: Community navigation team, interns as needed

Location: Reno-area/Northern Nevada preferred

Position Summary: The Survivorship Programs Director leads NCC's survivorship and patient navigation work, including oversight of NCC's statewide community-based patient navigation program, ThriveNV. This role coordinates survivorship initiatives, convenes survivorship and navigation partners, manages navigation staff, and provides direct navigation. The Survivorship Programs Director strengthens statewide navigation capacity through network leadership, training and technical assistance, and resource sharing and ensures survivorship and navigation deliverables are documented and reported in alignment with grant requirements. This role also supports organizational survivability by maintaining clear workflows, shared documentation, and cross-trained coverage for core navigation and convening functions.

Qualifications:

- Bachelor's degree in health sciences, public health, social work, healthcare administration, education, communications, or related field required
- Experience in patient navigation, case management, and/or resource coordination required
- Completion of George Washington University Oncology Patient Navigator Training: The Fundamentals, or completion of training within first 6 months of hire
- Two or more years of program development, implementation, and management experience required
- Demonstrated leadership and staff management experience
- Experience with public speaking, presenting, and community education preferred
- Demonstrated ability to convene partners and facilitate meetings
- Strong documentation, tracking, and follow-through skills in grant-funded environments
- Comfort working with intake and reporting tools and interpreting trends for process improvement
- Strong written and verbal communication skills, including presentation experience
- Ability to travel throughout Nevada and work flexible hours including occasional evenings and weekends
- Bi-lingual in Spanish a plus

Essential Functions:

Program Leadership and Survivorship Coordination

- Lead survivorship program planning, implementation, documentation, and evaluation across NCC priorities
- Maintain survivorship program workflows, timelines, and reporting processes to ensure deliverables are met
- Train and manage navigation team
- Identify evidence-based survivorship strategies and adapt approaches to Nevada's landscape and partner capacity
- Coordinate with internal staff to align survivorship work with prevention, screening, education, rural outreach, and policy priorities

ThriveNV Program Management and Patient Navigation

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- Manage and oversee ThriveNV, NCC's statewide community-based patient navigation program, including workflows, referral pathways, and operational systems
- Manage and train navigation staff
- Function as lead navigator, coordinating workload distribution with the navigation team and adjusting workflows based on volume and needs
- Provide direct navigation by assessing needs, identifying barriers, connecting individuals to resources, and supporting warm handoffs and follow-up
- Manage navigation intake, documentation, follow-up, and reporting using navigation software and supporting tools
- Monitor evaluation surveys and collaborate with internal team members to identify trends, improve processes, and strengthen program performance

Navigation Network Leadership and Capacity Building

- Co-lead the statewide Navigation Network, including bi-monthly meeting planning, scheduling, facilitation, and follow-up
- Coordinate presentations, maintain meeting documentation, and ensure required reporting is completed for partner and grant purposes
- Maintain shared resource hubs and communication channels for navigators, ensuring materials are current and accessible
- Support navigators with resource identification and connection to statewide programs and services

Survivorship Task Force and Collaborative Support

- Convene and lead the Survivorship Task Force when active, including agendas, facilitation, communications, and documentation
- When the task force is paused, support strategic reactivation planning and development of the next survivorship priorities and initiatives

Education, Resource Development, and Communications Support

- Collaborate with Communications and other staff to develop survivorship and navigation content for digital media, newsletters, and resource libraries
- Coordinate the quarterly Survivorship and Navigation Newsletter with navigation and communications partners
- Develop and deliver presentations on survivorship and navigation topics for partners and community audiences
- Lead /support education planning and implementation for NCC offerings including the CELL series, Summit, and related communities of practice

Partner Engagement and Representation

- Build and maintain relationships with hospitals, clinics, and community partners to stay current on statewide survivorship and navigation resources
- Represent NCC in meetings, committees, collaboratives, and outreach events to strengthen survivorship and navigation coordination and reduce silos
- Elevate survivor and caregiver needs through partner feedback loops and survivor-informed program improvement

Documentation, Reporting, and Evidence Management

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- Maintain program documentation standards including meeting minutes, attendance logs, outreach evidence, and survey exports required for grant reporting
- Coordinate with the Grants and Operations Coordinator to ensure survivorship and navigation evidence packets are complete, organized, and audit-ready
- Maintain basic program SOPs for navigation workflows, network convening processes, and continuity coverage expectations

Continuity and Survivability Responsibilities

- Maintain a backup coverage plan for navigation intake, follow-up workflows, and partner convenings, including clear escalation pathways
- Cross-train designated staff on limited navigation program mechanics and convening logistics so core functions can continue during absences
- Ensure partner lists, referral pathways, and key resources are documented and stored centrally for continuity

Other Duties

- Perform additional duties as assigned to support organizational needs and mission delivery

Key Deliverables and Success Measures

- ThriveNV navigation workflows functioning with timely intake, appropriate referrals, and documented follow-up
- Navigation Network convenings executed consistently with strong participation and complete documentation
- Survivorship deliverables tracked and reported on time with audit-ready evidence packets
- Consistent partner engagement and effective resource coordination across the survivorship landscape
- Program workflows and convening processes documented and survivable during staff transitions

Competencies

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Maintain a high level of knowledge of the organization on a continual basis.

Authority and Accountability

Accountable to the Executive Director. Employee has the authority to carry out work performance objectives agreed upon with the Executive Director. Objectives are outlined annually and reported/reviewed at least quarterly.

Language Skills

Strong ability to read documents relative to all business functions of the organization and to effectively compose and edit correspondence with proper spelling and punctuation. Employee must have strong public speaking skills for presentations to executives, healthcare providers, committees, etc. Act as liaison for the organization to present information and conduct events to large and small groups. Bilingual a plus but not required.

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Mathematical Skills

Must be able to understand and perform math skills needed for the position (addition, subtraction, multiplication, division, percentages, ratios, fractions, and proportions to practical solutions) either with or without a calculator. Be able to create and maintain budgets, statistical data and interpret how it relates to the organization.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form and carry them out.

Computer Skills

To perform this job successfully an individual should have knowledge of Microsoft Office Suite software (MSWord, Excel, Access, PowerPoint, etc.), Internet and Outlook. Ability to learn software as needed, including navigation program. Experience with AV equipment for presentations may be required from time to time.

Certificates, Licenses, Registrations

Current driver license required. Employees who use privately owned vehicles for business are responsible for complying with local, state and federal laws. Employees will be required to carry a current driver license, vehicle registration, personal and public liability insurance which meets state and organizational requirements.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk, hear, write, type, and carry. The employee is frequently required to use hands to finger, handle or feel and reach with arms and hands. Occasional physical effort required to lift boxes of supplies or equipment; stooping, bending and reaching when stacking boxes and supplies.

This position is a part-time in office and part-time in the community. Physical demands are normal to office duties. The position may require you to be subjected to outside environments that include heat, cold, rain, snow, ice, humidity, noise, traffic conditions, and uneven surfaces from time to time to attend meetings or events.

- Vision – close vision, distance vision, peripheral vision, depth perception and ability to adjust focus with the ability to read a computer screen, paperwork, other written materials, and be able to visually see to drive a vehicle
- Manual dexterity – to handle phones, paperwork, pens, pencils, keyboard data entry, and operate a vehicle
- Sit – for extended periods of time
- Gripping/Grasping – paperwork, pens, pencils, phone, other office equipment
- Writing – words, letters, numbers, symbols, using a pen, pencil or other writing instrument
- Keying – ability to type using a keyboard or 10-key
- Carrying –
 - documents, paperwork often up to 10 lbs - regularly
 - other supplies and outreach/event materials from 25 to 30 lbs - regularly

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Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The main duties are performed inside an office or building but on occasion may be held outside. This position consistently requires the individual to travel exposing them to traffic and weather conditions. While performing the duties of this job, the employee is occasionally exposed to dirt, dust, heat, cold, wind, noise, rain, snow. Customarily this position requires travel within the Reno/Sparks and outlying areas, and to Las Vegas periodically. Evening and weekend hours sometimes required.

Mental Requirements

The employee is required to have the ability to learn and comprehend basic instructions and carry them out. The employee is required to coordinate eyes, hands, and fingers rapidly and accurately in order to type, operate a vehicle, and write. The employee is required to have the ability to understand the meaning of words and respond effectively. The employee is required to have the ability to perform basic arithmetic accurately and quickly as defined in the qualifications.

This job description in no way states or implies that these are the only duties to be performed by the employee in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

To perform this job successfully, the incumbent will possess the skills, aptitudes and abilities to perform each duty proficiently.

It is the policy of the organization to comply with all the relevant and applicable provisions of the Federal Americans with Disabilities Act (ADA), as well as state and local laws concerning the employment of persons with disabilities. The organization will not discriminate against any qualified employee or job applicant because of a person's physical or mental disability with respect to any terms, privileges, or conditions of employment, including but not limited to hiring, advancement, discharge, compensation, and training. Essential functions and requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Where necessary and feasible, reasonable accommodations will be made for qualified disabled employees to perform the essential functions of the job in question, as long as the accommodation does not cause the organization undue hardship or violate any other policy. All employees are required to comply with safety standards. Applicants who pose a direct threat to the health or safety of other individuals in the workplace, which threat cannot be eliminated by reasonable accommodation, will not be hired.

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The requirements listed in this document are the minimum levels of knowledge, skills or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Reviewed with employee by:

Manager's Name

Date

Received and accepted by:

Employee's Name

Date