



Job Title: Director, Patient Programs

Reports To: Executive Director

Status: Full-Time, Exempt

Location: Open

About The Mast Cell Disease Society, Inc. (TMS): The Mast Cell Disease Society Inc. is dedicated to providing multi-faceted support to patients, families and medical professionals in our community and to leading the advancement of knowledge and research in mast cell diseases through education, advocacy and collaboration. For more information, please visit www.tmsforacure.org.

Role Summary:

Patient education and support programs is vital for success in meeting our mission at TMS. Education is produced and delivered by multiple avenues including live and online learning, video, live and recorded education and programs.

This role requires a confident, poised leader who is a great listener that takes the time to understand the needs of the community, especially as it pertains to health equity, diversity and inclusion, and can shape delivery of tools and resources for optimal impact and scalability across rare disease worldwide. An ideal candidate is a creative problem solver and relationship builder. Attention to detail, communication, analytical and multi-project management skills are essential skills.

The Director of Patient Programs is responsible for leading the overall programmatic delivery of education and learning to our community for maximum impact. Reporting to the Executive Director and working closely with the Board of Directors and volunteers, the Director is responsible for the overall health communication activity, and education of patients. The Director will develop and implement appropriate strategies and methods to facilitate mast cell disease content and resources for a diverse audience of mast cell disease families and physicians across the country in order to help TMS fulfill our mission.

Responsibilities include:

- Develop, implement and manage mast cell disease education strategies and programs for patients and physicians.
- Develop and implement annual goals and objectives that support the strategic plan for the Institute, which will ensure successful achievement of the strategic plan.
- Work closely with Executive Director and Board of Directors to determine appropriate topics and messaging for patients, families, and physicians.
- Translate scientific information and concepts into clear and concise language in order to maximize understanding among patients, families, and physicians.
- Create new ways of communicating information both online, on social media and at community events that are easily digestible.
- Help identify, develop and improve educational materials and other tools that will serve as resources for patients, families, and physicians.
- Oversee schedule of Patient Voice Forum events for the community.



THE MAST CELL DISEASE SOCIETY, INC.

- Ensure consistent messaging and branding for the Institute throughout all activities and materials created.
- Seek out and develop ongoing partnership opportunities within both the local community and beyond to make education and support programs accessible to more people.

Qualified Individuals will have

- A bachelor's degree, graduate degree in related field of public health; MPH, MSN, MNEd, PA preferred
- 5+ years of experience working in community health education
- Skilled writer and editor
- Strong written and verbal communication and interpersonal skills
- Experience facilitating small groups and/or supporting voluntary leadership a plus
- Demonstrated leadership and ability to plan and manage multiple projects at one time
- Graphic design experience a plus
- Interest in rare disease

The Mast Cell Disease Society offers excellent benefits and is a remote opportunity.

If you believe you meet these requirements, and would like to become a part of our dedicated team, we'd like to meet you to talk about this diverse, highly-visible, hands-on position. Qualified candidates please e-mail current resume or Curriculum Vitae to careers@tmsforacure.org.

To learn more about The Mast Cell Disease Society visit our website at www.tmsforacure.org

We are an equal opportunity employer.