



Grants Officer Position Description

Location: Virtual

Category: Full-Time

Field: Non-profit; mission-driven organization

Reports to: VP and Chief Development Officer

About Cholangiocarcinoma Foundation

Cholangiocarcinoma Foundation's (CCF) mission is to find a cure and improve the quality of life for those affected by cholangiocarcinoma (bile duct cancer). Founded in 2006, in Salt Lake City, UT, by a family who [lost a loved one to cholangiocarcinoma](#), CCF has grown to become the leading global resource in research, education, and public awareness. The organization's core values are patients first, collaboration over competition, innovation, and urgency.

The **Grants Officer** will collaborate with the program staff and leadership to support the organization's strategic direction. The grants officer will be responsible for developing a new grant-seeking program for the organization. They will build a portfolio of corporate and foundation grant prospects, as well as the systems and processes for researching potential funders, developing and submitting proposals, tracking founder relationships, and reporting results. They will work with the team to discover funding opportunities and create compelling cases for support to propel the foundation's mission forward and firmly establish it as a global leader in the field of cholangiocarcinoma.

RESPONSIBILITIES

- The newly created position will work with the CDO to build a corporate and foundation grant-seeking program
- Develop a portfolio of corporate and foundation funding prospects
- With the CDO, develop systems and processes for grant-seeking, tracking, and reporting
- Conduct the full range of activities required to prepare, submit, and manage grant proposals to foundation and corporate sources
- Research and discover funding opportunities and evaluate prospects that align with the mission of the Cholangiocarcinoma Foundation
- Prepare research on prospective corporate, foundation, and government funders
- Collaborate with research and program staff to understand funding needs, priorities, and opportunities
- Manage a comprehensive grants calendar, including a proposal calendar and tracking tools
- Work with finance to gather information necessary to develop budgets and report to corporate/foundation funders on current grant programs.
- Comply with all grant reporting as required by foundation/corporate donors.
- Maintain grants and donor records electronically and use donor database to track activity and results
- Provide evaluation and metrics for grant seeking function
- Partner with researchers, scientists, and contracting writers and consultants on scientific grants
- Other special projects and related duties as needed

Cholangiocarcinoma Foundation

5526 West 13400 South, #510 – Salt Lake City, Utah 84096 – U.S.A.

www.cholangiocarcinoma.org



SKILLS AND QUALIFICATIONS

- Minimum of five years grant writing/proposal development experience, preferably in a health-related field
- Strong written and oral communication skills
- Ability to write clear, compelling, articulate, and persuasive proposals
- Ability to manage multiple projects simultaneously with attention to detail
- Motivated self-starter with the ability to work independently
- High proficiency in all areas of Microsoft Office Suite
- Comfort in an agile and fast-paced work environment with the ability to work under and meet tight deadlines
- Ability to interact and engage with staff, funders, volunteers, and other supporters

OTHER REQUIREMENTS

- Strong analytical and quantitative skills
- Detail-oriented, organized, deadline-driven
- Work cooperatively in a team setting with a 'can do' attitude
- Flexibility, adaptability, and open to change
- Background check

Compensation:

Salary Range: \$50,000 - \$60,000

Benefits: Health Insurance (Medical, Dental, Vision), Life Insurance, Disability Insurance, PTO, and 401(k)

Location:

The Foundation is a virtual organization. Therefore, residency in Salt Lake City, UT, is not a condition of employment. The selected candidate will be required to travel to Utah for meetings.

To apply, send resume, cover letter (INCLUDE POSITION NAME), and salary requirements to

HR@cholangiocarcinoma.org *All applicants MUST submit a cover letter, resume, and salary requirements to be considered for the position.*

All qualified candidates will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, or any other characteristic protected by law.

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