



## **Chief Scientific Officer Position Description**

**Location:** Virtual

**Category:** Full-time

**Field:** Non-profit, mission-driven organization

**Reports to:** Chief Executive Officer

In collaboration with the CEO, the **Chief Scientific Officer** provides the overall vision and strategic direction for the Foundation's basic, translational, and clinical science research programs. This position will oversee the work of the Director of Clinical Research & Data. The Chief Scientific Officer will work with the CEO, the Scientific and Medical Advisory Board, (and the leadership of the ICRN) to advance progress in the treatment of cholangiocarcinoma.

### **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 become a leading global resource in patient support, education, advocacy and funding basic, translational, and clinical research. The organization's core values are patients first, collaboration, innovation, and urgency. The organization is virtual, with team members in several states.

### **POSITION RESPONSIBILITIES**

- In collaboration with the CEO, develop, advance, and clearly articulate the Foundation's research vision
- Design and lead execution of the Foundation's strategies for advancing basic, translational, and clinical research in alignment with the Foundation's strategic priorities
- Lead collaborative engagement and advance close working partnerships with key stakeholders within the CCA scientific and clinical communities
- Proactively engaging in exploration, collaboration, and partnerships that will move research forward
- Guide and direct all Foundation research initiatives and programs, including the work of the SMAB, activities of the ICRN, oversight of the Foundation's research funding portfolio, and direction of the International Cholangiocarcinoma Patient Registry (ICPR)
- Identify and help develop key collaborations with industry partners for the advancement of scientific progress in CCA
- Partner with the CEO in regulatory outreach activities to accelerate CCA clinical research and therapy development
- Establish metrics and deliver progress against key measures of progress within the translational and clinical research program

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- Lead authorship of journal articles, white papers, and posters representing CCA research
- Represent the Foundation at medical/scientific conferences
- Supervise key staff
- Collaborate with the CEO to manage key strategic relationships
- Engage with key Foundation leaders, including members of the Board, donors, and volunteers to build understanding and appreciation for the Foundation's innovative research strategy and progress
- Contribute to a team-based, collaborative approach to working with all facets of the Foundation, including advocacy, communications, and development

### **SKILLS AND QUALIFICATIONS**

A successful candidate will possess the following:

- Doctoral degree (Ph.D. or MD)
- 5+ years of experience in translational and scientific research programs
- Experience in initiating, negotiating, and managing partnerships with academia, industry, government agencies, other Foundations, and key strategic partnership would be helpful
- Demonstrated experience advancing programs with a small staff in a resource-limited setting
- Excellent organizational, time-management, and problem-solving skills
- Ability to lead and direct others
- Attention to detail
- Ability to set priorities and execute plans effectively
- Compelling and engaging interpersonal, written, and verbal communication skills.
- Flexibility in dealing with a wide variety of people combined with processing complex information and accurately sharing it with colleagues and laypeople
- Creative and proactive problem-solver who can work independently and be self-motivated
- Outstanding ability to communicate scientific concepts verbally and in writing for a variety of audiences, including fellow scientists, funders, and the lay public
- An entrepreneurial approach and an ability to conceive of and implement solutions to problems
- Willingness to travel (15%)
- Successful completion of background check

### **COMPENSATION:**

Salary Range: \$180,000 - \$200,000

Benefits: Health, Life, Disability Insurance, PTO, and 401(k) +Match

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**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 as needed.

If interested, email Kristy Lysik ([klysik@fgp.com](mailto:klysik@fgp.com))

*This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time, with or without notice. Nothing in this job description alters an employee's at-will status and is meant only as a guide, not a contract of employment.*

*The Cholangiocarcinoma Foundation's policy provides equal opportunities without regard to race, color, religion, age, gender, sex, national origin, disability, veteran status, or any other characteristic protected by law.*