



## **CholangioConnect Project Manager Position Description**

**Location:** Virtual

**Category:** Full-time

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

**Reports to:** Director of Patient Services

The **CholangioConnect Project Manager**, in collaboration with the Director of Patient Services, will manage all activities of the Cholangiocarcinoma Foundation's mentoring program. In this role, they will report directly to the Director of Patient Services and ensure the program is integrated with the organization's strategic priorities for patients and caregivers.

### **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 and 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**

- Strategize, implement, and maintain program initiatives and work plans to ensure alignment with the Foundation's mission and values
- Develop program assessment protocols for evaluation and improvement
- Expedite mentor assignments with incoming mentee requests
- Engage in active listening with compassion and understanding
- Assess situations and connect appropriate resources
- Analyze, evaluate, and overcome program risks, and produce program reports for management and stakeholders
- Maintain database with accuracy, including updating volunteers' records and hours served
- Work with Communications and Advocacy teams to develop program marketing, recruiting, and communications, including newsletter content, blog, and media content
- Help to foster collaboration with partner organizations, clinicians, and volunteer committees
- Create and manage both short-term and long-term goals
- Implement and manage changes and interventions to ensure project goals are achieved
- Develop and maintain a CholangioConnect standard operating procedures manual

**Cholangiocarcinoma Foundation**

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

[www.cholangiocarcinoma.org](http://www.cholangiocarcinoma.org)



- Oversee and coordinate monthly reporting to the board of directors and appropriate dissemination of patient services metrics
- Onboard mentors and coordinate regular training, including reviewing and updating resources
- Develop strong internal relationships to gain insight and be a voice for the program
- Participate in the Research Advocacy Committee and CCF Support Groups to gain a better understanding of the cholangiocarcinoma community
- Collaborate with the Director of Patient Services and the Director of Finance to develop and manage the operating budget for CholangioConnect activities
- Interact with patients and caregivers in a friendly manner while maintaining professionalism and confidentiality
- Manage the CholangioConnect Coordinator
- Travel as required for the annual conference, staff retreats, regional symposiums, and other events as needed
- Other duties as assigned

## **SKILLS AND QUALIFICATIONS**

A successful candidate will possess the following:

- Bachelor's Degree
- Three years of Project Management experience in a health-related field or non-profit
- Ability to quickly evaluate situations and develop an effective and efficient response to urgent matters
- Strong customer service and value delivery are a must
- Strong organizational and time management skills with exceptional attention to detail
- A professional and collaborative style with an ability to take the initiative and manage multiple tasks/ projects simultaneously
- Strong writing skills.
- Ability to communicate effectively, persuasively, and empathetically in oral and written communication
- Strong proficiency in Microsoft Office applications
- Flexibility, adaptability, and openness to change
- Knowledge of Excel, PowerPoint, and project management software
- Successful completion of background check

## **COMPENSATION**

Salary Range: \$65,000 - \$70,000

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



**LOCATION:**

The Foundation is a virtual organization. Candidates must reside in the United States and be authorized to work in the United States. The selected candidate will be required to travel as needed.

**To apply, send your resume, cover letter (INCLUDE POSITION NAME), and salary requirements to [HR@cholangiocarcinoma.org](mailto:HR@cholangiocarcinoma.org).** All applicants *MUST* submit a cover letter, resume, and salary requirements to be considered.

*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.*