ABOUT CHOLANGIOCARCINOMA FOUNDATION (CCF)

Founded in 2006, in Salt Lake City, UT, by a family who lost a loved one to cholangiocarcinoma, CCF has become the leading global resource in research, education, and public awareness. CCF is a 501(c)(3) non-profit organization, and its mission is to find a cure and improve the quality of life for those affected by cholangiocarcinoma.

OUR CORE VALUES:
- Patients First
- Collaboration
- Innovation
- Urgency

WHAT IS CHOLANGIOCARCINOMA?
Cholangiocarcinoma, or bile duct cancer, is a cancerous (malignant) tumor that arises from the tissues in the bile duct and its branches. Cancers can develop in any part of the bile duct and, based on their location, are classified into 3 types:
- Intrahepatic Cholangiocarcinoma: 10% of bile duct cancers
- Perihilar Cholangiocarcinoma: more than 50% of all bile duct cancers
- Distal Cholangiocarcinoma: 20-30% of bile duct cancers.

Cholangiocarcinoma is considered a rare cancer—affecting about 8,000 people in the US each year— but it is anticipated that the actual number of cases is higher, as this cancer is rarely diagnosed and sometimes may be misclassified as other types of cancers. The highest occurrence rates are in northeast Thailand, where diagnoses are about 100x higher than in the West. Treatment options are continuing to evolve, but effectiveness can vary based on a variety of personal health factors. Common treatments may include surgery, liver transplant, chemotherapy, radiation therapy, photodynamic therapy, immunotherapy, targeted therapy, and palliative therapy.

WHAT WE DO
Each year, the Foundation serves thousands of patients and caregivers across the globe while working tirelessly to advance research that may lead to a cure. A summary of their strategic priorities are as follows:
POSITION SUMMARY
A rapidly growing and thriving non-profit is seeking a creative and self-driven Director of Communications with a passion for mission-driven work. The Director will be responsible for developing, implementing, and evaluating a communication strategy designed to elevate the mission, vision, and goals of the organization. In this role, the Director of Communications will preserve and refine the organization's voice across various communications channels and modalities including digital and printed materials, video, online, and other external publications. In addition, the Director will serve as a dynamic leader to a team that is responsible for the organization's public relations, marketing, and digital presence.

Location: Remote.

Strategic Leadership
Provide big-picture thinking to determine communication and marketing opportunities while applying current trends and data to help grow brand awareness and overall reach.

- Develop, implement, and manage an integrated and comprehensive communications plan that aligns with organizational goals and objectives.
- Create policies to enhance the efficiency of the Communications department and to further develop and maintain a positive organization brand.
- Monitor various internal departmental needs and ensure staffing is adequate to support the growth of the foundation while maximizing the effectiveness of employees.
- Provide leadership and management of multiple concurrent projects, striving to balance a diverse array of organizational priorities and needs.
- Provide all necessary support for planned mission activities and budgeted campaigns to be completed on time and with a high level of excellence.
- Create and monitor department budget and manage a team of two full-time employees (and relevant external contractors as needed).
- Serve as a mediator and guide to direct or redirect objectives of different stakeholders. This includes identifying when goals and timelines for proposed activities may not work and the ability to propose possible solutions.
Communications
Improve stakeholder outreach and information sharing through effective use of the organization's website, newsletters, social networking, and public relations. Monitor projects to ensure that goals and objectives are completed according to schedule.

- Conduct a SWOT analysis to identify and prioritize activities, define clear goals and objectives, and ensure the tools and resources needed are in place to support efforts.
- Manage all digital platforms to ensure immediate needs are addressed and that current and accurate information is live and accessible.
- Oversee the development and maintenance of the organization’s website ensuring its SEO optimization as well as its ability to convey the organization’s message through providing relevant content, ease of navigation, and clarity of information.
- Analyze and monitor metrics to measure reach and impact of communication strategies and identify areas of success and opportunity.
- Maintain and enhance knowledge through participation in professional associations, conferences, and seminars.
- Develop strategies to increase media presence, manage media relations, and enhance overall public relations efforts to increase general audience awareness and drive more traffic to the organization.

Content Creation & Implementation
Develop, edit, and manage print and digital materials to ensure they are updated, impactful, and readily available for target audiences and constituents.

- Write and edit content for diverse audiences including medical professionals, researchers, patients, donors, media, and the general public.
- Translate complex scientific and medical information into content that can be easily read and understood by lay audiences.
- In coordination with the Director of Design and IT staff, focus on SEO and other ways to optimize outreach and research through emerging technologies, tools, and best practices.

Education & Experience
- Bachelor’s degree in Communications, Marketing, Business, or a related field from an accredited university.
- 5+ years’ nonprofit experience; experience in health-related field highly preferred, but not required.

Technical Experience
- Proficient at researching, editing, and critically thinking.
- Strong ability to communicate effectively, persuasively, and with empathy in oral and written communications.
- Proficiency in MS Office, Adobe, project management and communication tools; preferred proficiency in InDesign, Illustrator, and Photoshop, Constant Contact, and video conferencing.
- Strong knowledge and application of digital communication best practices.
Director of Communications

Position Profile

• Must have excellent project management skills including the ability to manage multiple campaigns, projects, and tasks on an ongoing basis; troubleshoot problems; meet deadlines; and respond to competing priorities.
• Strong, creative mindset, excellent strategic thinking skills, and careful attention to detail.
• Must be self-driven, team-oriented, and motivated.

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.

If interested, email Kristy Lysik (klysik@fgp.com)