



Director of Clinical Research & Data Position Description

Location: Remote

Category: Full-time

Field: Non-profit, mission-driven organization

Reports to: Chief Scientific Officer

The **Director of Clinical Research & Data**, in collaboration with the Chief Scientific Officer, will facilitate all activities of the International Cholangiocarcinoma Research Network (ICRN), the Foundation's signature research initiative. In this role, they will report directly to the Chief Scientific Officer and serve as a nexus to ensure that all Foundation translational and clinical research activities are integrated and collectively advance the organization's strategic priorities for translational and clinical research.

About the 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, clinical, and translational research. The organization's core values are patients first, collaboration, innovation, and urgency. The organization is virtual, with team members in several states.

RESPONSIBILITIES

- Facilitate all activities of the International Cholangiocarcinoma Research Network (ICRN), including:
 - Serving as primary staff contact and support for the ICRN leadership and all ICRN committees
 - Planning and ensuring the successful execution of all ICRN meetings and events
 - Developing and administering project plans for each functional area of the ICRN
- Deliver key ongoing ICRN programming, including ICRN Translational Seminars, the ICRN Mentorship Program
- Administer the Foundation's scientific grants program, including the issuance of RFPs, the conduct of appropriate peer review, contract negotiation, grant monitoring, and evaluation
- Ensure appropriate dissemination and recognition of meaningful data generated by the Foundation's research activities, leveraging public data repositories and journal publications
- Collaborate with the CSO in evaluating and managing potential and ongoing Industry relationships

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www.cholangiocarcinoma.org



- Collaborate with the Foundation's patient advocacy, development, industry engagement, and communications efforts to advance patient engagement in all aspects of translational research and clinical trials
- Manage the Foundation's Call for Abstracts and Poster Session for CCFs Annual Conference
- Represent the Foundation at medical/scientific conferences
- Other duties as assigned

SKILLS AND QUALIFICATIONS

Successful candidates will possess the following:

- Bachelor's Degree
- 3+ years of experience with translational and scientific research programs
- Experience with database management and data analysis
- Excellent relationship management skills, with the ability to build and maintain effective partnerships and earn the trust and cooperation of professionals in the scientific and medical communities
- Outstanding ability to communicate scientific concepts verbally and in writing for a variety of audiences, including fellow scientists, funders, and the lay public
- Strong writing skills. Ability to communicate effectively, persuasively, and empathetically in oral and written communication
- Strong organizational and time management skills with exceptional attention to detail
- A professional and collaborative style with an ability to proactively take the initiative and manage multiple tasks/ projects simultaneously
- Strong proficiency in Microsoft Office applications
- Flexibility, adaptability, and openness to change
- Willingness to travel (15%)
- Successful completion of background check

COMPENSATION:

Salary Range: \$85,000 - \$95,000

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.

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To apply, send your 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.

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.