



## **DIRECTOR OF CORPORATE PARTNERSHIPS POSITION DESCRIPTION**

Reports To: Chief Development Officer  
Location: Virtual  
Category: Full-time  
Field: Non-profit; mission-driven organization

The Director of Corporate Partnerships is responsible for identifying, developing, and facilitating strategic corporate partnerships with the Cholangiocarcinoma Foundation (CCF). Successful management of CCF's corporate portfolio includes identifying mutually beneficial partnership opportunities, delivering growth and expansion of programs, and managing and developing industry partnerships. This position will be the strategic facilitator and expert on all industry relationships. They will help to propel the mission of the Foundation forward and firmly establish it as a global leader in the field of cholangiocarcinoma. This role requires a strategic, forward-thinking, collaborative, and innovative leader focused on relationship-based fundraising with strong communication skills.

### **About Cholangiocarcinoma Foundation**

Cholangiocarcinoma Foundation's 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**

#### Corporate & Industry Fundraising

- Build strategic relationships with corporate partners to produce partnership opportunities and drive revenue growth, ensuring a wholistic relationship with industry partners, covering all facets of partnership opportunities within CCF.
- Identify, qualify, cultivate, solicit, and steward corporate partnerships to promote CCF's mission and strategic plan.
  - Build a global pipeline of new strategic partnerships by staying current on industry trends, changes, and news.
  - Develop and maintain quality relationships with individuals, corporations, and other institutions to foster support for key programs and projects.

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- Develop and implement comprehensive plans to promote the organization to a diverse set of existing and potential stakeholders to build, improve, or expand upon strategic partnerships.
  - Identify opportunities for programmatic and organizational growth through research and relationship building.
  - Create multi-year, seven-figure investment plans for key corporate partners, ensuring revenue sustainability for CCF's programs and mission.
  - Develop holistic sponsorship opportunities focusing on the uniqueness of a corporate partner's position in the cholangiocarcinoma space, concentrating on personalized opportunities rather than sponsorship menus.
- Collaborate with senior executive staff in identifying leads for industry engagement, leading discussions with well-informed recommendations and professionalism.
  - Lead all internal industry discussions, strategies, and relationships, positioning yourself as the trusted corporate expert and advisor for all internal staff members.

#### Administration

- Develop metrics and sustainable accountability measures to strengthen partnerships.
- Build and maintain a robust database of global partners, utilizing Raiser's Edge NXT.
- Oversee corporate communication process, including emails, letters, proposals, and reports for solicitation and stewardship purposes, and ensure consistency with organizational standards.
- Clearly track, maintain, and execute benefits provided to industry partners as part of their philanthropic investment in our mission.
- Coordinate the design, printing, and distribution of materials to strengthen partnerships and achieve greater visibility of the Foundation.
- Identify, cultivate, and apply for funding opportunities.
- Develop and execute partnership agreements.
- Other duties as assigned.

#### **SKILLS AND QUALIFICATIONS**

- Bachelor's degree required
- Minimum three years (5+ years preferred) of experience in development, Industry/pharma (preferred), or a related field
- Non-profit healthcare or disease-specific experience highly preferred
- Excellent written, editing, and oral communication skills



- Self-starter with the ability to work independently without close oversight and as a team player who will productively engage with others at varying levels of seniority within and outside of the Foundation.
- Strong organizational and time management skills with exceptional attention to detail.
- A professional and resourceful style; takes the initiative and can manage multiple tasks and projects simultaneously
- Outstanding interpersonal skills and an ability to influence others
- Strong analytical and quantitative skills
- Strong proficiency in Microsoft Office applications
- Familiarity with Raiser's Edge NXT preferred
- Flexible, adaptable, and open to change
- Ability to work virtually - this is a full-time, work-from-home position. Experience working in a virtual environment is preferred
- Successful completion of a background check

#### **COMPENSATION**

Salary Range: \$90,000 - \$100,000

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

#### **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.

*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.*

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