



Cholangiocarcinoma Foundation®

Research Grants Manager Position Description

Title: Research Grants Manager

Location: Virtual

Category: Full-time, Exempt

Field: Non-profit, mission-driven organization

Reports to: Chief Medical Officer

The Research Grants Manager position is integral in directly supporting the Foundation's grant funding and sponsored project contracting. The Research Grants Manager is responsible for managing the foundation's research funding process and tracking funded research projects, outcomes, and recipients.

About the 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 throughout the United States.

RESPONSIBILITIES

General Functions

- Processing and drafting grant/sponsored project correspondence and email.
- Maintaining grant award files and sponsored project contracts.
- Manage the planning and coordination of annual grants calendar and timelines, including meeting schedules, application submission deadlines, and internal deadlines in coordination with Research department colleagues.
- Produce *ad hoc* reports as requested by major donors
- Participate in and support other activities as needed

Key Functions

Scientific Review Management

- Providing support to applicants as needed either by phone or email.
- Working with the Research Team to process grant applications and ensuring applications meet application standards.
- Ensuring all data has been appropriately entered in the application database.



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- In collaboration with the Research Team, preparing budgets for approved grants, fellowships, and other research programs for internal use.
- Compiling data for award letter preparation and the preparation of award files.
- Ensuring that all necessary documents are complete prior to award start-up.

Grants and Management

- Providing ongoing support to funded investigators and their respective institutional colleagues.
- Coordinating annual and final research progress and financial reporting on funded programs.
- Processing of changes to existing grants/contracts/fellowships including no-cost extensions, transfers, re-budgeting, etc.
- Communicating altered timeframes, milestones, and payment schedules to appropriate staff (Accounting, Research, etc.).
- Serving as liaison with the Accounting Department concerning award budgets & payments.
- Supporting scientific staff in conducting program assessments and portfolio analysis for senior leadership.
- With the assistance of other research staff, maintain accurate records for all awards.
- Managing special research projects, sponsored projects, and others.
- Ensuring entry of financial and milestone information for funded programs.
- Management of the grants management system database including maintenance and updating of existing application processes, as well as developing new application interfaces as needed.
- Work with the Research Department to upload outcome data from legacy grant awards

SKILLS AND QUALIFICATIONS

- Bachelor's Degree or equivalent years of experience, preferably in the health sciences.
- Three to five years of grants administration experience in philanthropy and/or the nonprofit sector preferred.
- Minimum of three years of administrative/project management experience.
- 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

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- Proficient in Microsoft Office; experience with project management and customer management tools is a plus.
- Grant database program experience, such as with ProposalCentral, a plus.
- 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: \$55,000 – \$60,000

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

LOCATION

The Foundation is a virtual organization. Candidates 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. 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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