



## Cholangiocarcinoma Foundation®

### **Executive Assistant to the Chief Development Officer Position Description**

**Location:** Virtual

**Category:** Full-time, exempt

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

**Reports to:** Chief Development Officer (CDO)

#### **Position Summary**

The Executive Assistant to the CDO is responsible for providing comprehensive support to the CDO and the development team. This position requires anticipating needs, excellent time management, critical thinking, and the provision of solutions to problems with the highest level of professionalism and confidentiality. This role will include frequent communication and interaction with donors, senior-level corporate personnel, and the Board of Directors to assist with Foundation objectives.

#### **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, 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 and internationally.

#### **RESPONSIBILITIES**

##### *Meeting and Calendar Management for the CDO*

- Schedule virtual meetings and coordinate schedules with meeting participants.
- Prepare and distribute notes, agendas, and minutes for meetings and teleconferences.
- Prepare and coordinate meeting materials, presentations, and audio/visual materials.
- Prioritize inquiries and requests while troubleshooting conflicts
- Make judgments and recommendations to ensure smooth day-to-day engagements
- Ensure the CDO is well-informed of upcoming commitments and responsibilities, providing timely follow-ups and acting as a key advisor by maintaining awareness of organizational dynamics and relevant issues
- Anticipate CDO's needs before meetings, conferences, presentations, etc., including planning and coordinating meetings, preparing agendas, taking minutes, and following up on action items
- Assist in preparing materials and presentations for board meetings, donor meetings, and other key events

##### *Administrative Support and Project Management*

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- Assist with special projects.
- Design and produce complex documents, reports, and presentations in collaboration with other team members.
- Collect and prepare information for meetings with staff and outside parties.
- Compose and prepare correspondence
- Maintain contact lists
- Update database with contact information/meeting results
- Manage CDO's tasks and projects in Asana
- Support the CDO in managing special projects, ensuring deadlines are met, and tasks are completed efficiently.
- Collaborate with other departments to gather information and support the CDO's initiatives.

### *Travel and Event Coordination*

- Coordinate all travel for the CDO, including managing all travel arrangements, creating detailed itineraries, and completing expense and mileage reports.
- Assist with Annual Conference logistics and planning, including traveling to the Salt Lake City, UT conference.
- Assist with Annual Staff Working Meetings logistics and planning, including traveling to Salt Lake City, UT, for the working meeting.

### *Development Operations Coordination*

- Act as the Development Revenue Liaison with the Accounting and Revenue Operations team, to include:
  - Oversight of revenue and contracts, as well as coding, filing, reconciling, and monitoring
  - Compliance with all CCF revenue guidelines and ensuring the development team's adherence to best practices.
  - Handle and submit DocuSign revenue agreements to the Finance team after reviewing them for accuracy
  - Understand how donations flow through various systems/processes (such as Raiser's Edge, GiveSmart, Mobile Cause, etc.)
  - Understand and communicate with the Development team the revenue agreements, invoicing, and accounts receivable payment recording process
  - Maintain and oversee Development Forecast Excel and Quarterly Pipeline tracker.
  - Reconcile revenue to respective databases (Raiser's Edge, GiveSmart, MobileCause, etc.)
  - Understand and communicate the difference in reporting between unrestricted, restricted, and future support

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- As needed, assist in monitoring the CDO/Development team's budget by performing variance analysis.

### *Other*

- Other duties as assigned

### **SKILLS AND QUALIFICATIONS**

- Prior executive support experience, preferably in a non-profit or mission-driven organization
- Advanced proficiency with Microsoft Office, particularly with Excel for advanced formulas and data analysis; Word for templates and mail merges, and PowerPoint professional presentations
- Familiarity with Asana and Raisers Edge is preferred
- Strong verbal and written communication skills
- Exceptional organizational skills and impeccable attention to detail
- A high degree of professionalism in dealing with diverse groups of people, including Board members, senior-level executives, medical and scientific executives, staff, community leaders, donors, and funded partners
- Ability to complete a high volume of tasks and projects with little or no guidance, problem solver
- Ability to react maturely with appropriate levels of urgency to situations and events that require quick response or turnaround
- Maintain a high level of integrity and discretion in handling confidential information
- Proactive, quick-thinking, high-energy individual
- Excellent judgment is essential
- Adaptability and flexibility to handle changing priorities and urgent tasks efficiently; excellent time management skills
- Capability to effectively perform in a full-time remote work environment

### **OTHER REQUIREMENTS**

- Strong teamwork and collaboration skills; ability to maintain a positive and proactive approach
- Flexibility, adaptability, and openness to change
- Satisfactory completion of background check

### **Compensation:**

Salary Range: \$60,000-\$65,000

Benefits Include: Health insurance (Medical, Dental, Vision), full paid life and 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 there. 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.*

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