



Cholangiocarcinoma Foundation®

Research Grants Manager

Location: Remote

Category: Full-time, Exempt

Field: Non-profit, mission-driven organization

Reports to: Director of Clinical Research and Data

The Research Grants Manager position directly supports the Foundation's grant funding and sponsored project contracting. The Research Grants Manager manages the Foundation's research grant programs and tracks the outcomes of funded research projects, award recipients, and related milestones.

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 and internationally.

RESPONSIBILITIES

General Functions

- Planning and coordinating the annual grants calendar and meeting schedules, including setting timelines for reviewers and awardees, application submission deadlines, and internal deadlines in collaboration with the Research department.
- Drafting and processing grant/sponsored project correspondence.
- Maintaining organized grant award files and sponsored project contracts.
- Assisting in producing ad-hoc reports for major donors and CCF leadership, as requested.
- Providing grant/project applicants with support via email or phone.
- Support the review panel and committee chairs as needed.
- Scheduling and coordinating meetings with the review panel and chairs.
- Ensuring grant data is accurately entered into the grants management platform.
- Working with the Research Team to prepare budgets for approved grants and research programs.
- Compiling peer review feedback and scores for applicant notifications and preparing award packets for selected candidates.
- Ensuring all necessary documentation is complete before the start of awarded projects.



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- Assisted the research team and review panel in processing grant applications and ensuring they met submission standards.
- Mandatory in-person Annual Conference and yearly staff retreat attendance.
- Scientific Review Management.
- Supporting other activities in the Research department as needed.

Grants Management

- Offering ongoing support to funded researchers and their respective institutions.
- Coordinating annual and final progress and financial reporting on research projects.
- Managing grant/contract/fellowship changes, including no-cost extensions, transfers, or re-budgeting.
- Communicating altered timeframes, milestones, and payment schedules to appropriate internal departments (Accounting, Research, etc.).
- Liaising with CCF's Finance Department on budgets and payments related to awarded projects.
- Assisting scientific staff in conducting program assessments and portfolio analysis for senior leadership.
- Keeping accurate, detailed records for all awarded grants.
- Supporting additional special research and sponsored projects when appropriate.
- Tracking post-award milestones, such as securing additional funding, publications, or other achievements.
- Maintaining and updating the grants management system as needed.
- Updating investigator profile information and uploading post-award outcome data from past awarded grants to the system annually.

SKILLS AND QUALIFICATIONS

- Bachelor's Degree or equivalent experience, preferably in health sciences or a related field.
- Strong administrative and project management experience.
- Proficient in Microsoft Office (Word, Excel, PowerPoint) and Google Workspace.
- Previous experience (3-5 years) in grants administration is desirable but not essential.
- Experience with project management, such as ASANA, and customer management tools is a plus.
- Grant management platform experience, such as with Proposal Central, is a plus.
- Excellent communication skills, both written and verbal.
- Highly organized and detail-oriented.
- Ability to manage multiple tasks and prioritize work.
- A proactive self-starter who can work independently and collaboratively within a team.
- Flexible and adaptable to changes in work processes.
- Experience working remotely in a virtual environment is preferred.
- Successful completion of a background check.



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COMPENSATION

Salary Range: \$55,000 – \$60,000

Benefits: Health, Life, Disability Insurance, PTO, and 401(k) with matching.

LOCATION

This is a virtual position. Candidates must be authorized to work in the United States and may be required to travel as needed.

To Apply:

Submit your resume, cover letter (including position name), and salary requirements to **HR@cholangiocarcinoma.org**. Applications without these documents will not 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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