



Cholangiocarcinoma
Foundation®

Events and Operations Manager

Location: Virtual

Category: Full-time

FLSA Status: Exempt

Reports to: Senior Director of Operations

Position Overview

The Events and Operations Manager plays a critical role in planning and executing the organization's global Annual Conference and providing project management support for various operational initiatives. This role requires an individual with exceptional organizational skills, strategic thinking, and a passion for creating impactful events and efficient operational processes.

The ideal candidate will bring expertise in event planning and operations, with the ability to manage complex projects, coordinate cross-functional teams, and contribute to the success of CCF's mission.

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 is virtual, with team members located across the U.S. and internationally.

The organization's core values are patients first, collaboration, innovation, and urgency.

Primary Responsibilities

The essential duties and responsibilities of this position include, but are not limited to, the following areas:

Annual Conference Management (60%)

- Under the guidance of the Senior Director of Operations, oversee the end-to-end planning and execution of CCF's Annual Conference, ensuring alignment with the organization's mission and strategic goals.
- Develop comprehensive project plans, timelines, and task lists to facilitate the timely and efficient execution of all conference components.
- Collaborate with internal teams to design and deliver high-quality conference programming, including keynote sessions, panels, and workshops.
- Partner with the Senior Director to establish and manage conference budgets, ensuring

cost-effectiveness and alignment with financial targets.

- Monitor and track expenses, providing regular budget updates and forecasts to stakeholders.
- Conduct research and assist in negotiating and managing contracts with venues and vendors, including catering, audiovisual services, and event technology providers; ensuring vendors meet all quality and deadline expectations.
- Oversee on-site logistics, including staff schedules, room setups, attendee flow, and overall event coordination.
- Manage all on-site and virtual activities, including event setup, registration, speaker coordination, and attendee support, ensuring a seamless experience.
- Gather and analyze post-event feedback to identify successes and areas for improvement, providing recommendations for future conferences.
- **Mandatory attendance** at the in-person Annual Conference and yearly staff retreat.

Operations Project Support (40%)

- Support organizational initiatives such as technology implementations, human resources projects, general contract management, or operational process improvements.
- Conduct research, develop proposals, and recommend solutions to enhance efficiency and effectiveness.
- Act as a liaison between the Senior Director of Operations and other departments to streamline communication and align efforts.
- Maintain accurate records, ensuring compliance with organizational policies and applicable regulations.
- Additional program support as needed.

Skills, Qualifications, Requirements

- Bachelor's degree in Event Management, Business Administration, or a related field (or equivalent experience).
- Minimum of 3–5 years of experience in event planning, operations management, or project management, preferably in a nonprofit or membership organization.
- Proven ability to plan and execute large-scale events.
- Strong project management skills, with the ability to manage multiple priorities and meet deadlines.
- Excellent written and verbal communication skills.
- Familiarity with budgeting and financial tracking.
- High level of proficiency in Microsoft Office Suite and collaboration tools (e.g., Google Workspace, Asana).
- 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.

Work Environment and Physical Requirements

- This fully remote position requires a dedicated, professional home office environment with reliable internet access.
- Flexibility to respond to time-sensitive issues during regular business hours, with occasional after-hours availability for urgent matters or events.

- Minimal physical requirements, though occasional travel is required for organizational events or meetings.

Compensation

Salary Range: \$60,000 - \$65,000 - commensurate with experience

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

Location

The Foundation is a virtual organization. Candidates be authorized to work in the United States. The 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.

December 2024