



Cholangiocarcinoma
Foundation®

Research Data Analyst

Location: Virtual

Category: Full-time; salaried

FLSA Status: Exempt

Reports to: Director of Research

Position Overview

The Research Data Analyst supports the foundation's research collaborations and internal research activities through hands-on data analysis, project scoping, and research operations support. This role is ideal for someone who can quickly work independently, translate research questions into feasible analytic plans, and generate high-quality analyses using clinical and research datasets.

Working closely with the Director of Research and other internal stakeholders, the Research Data Analyst will help evaluate incoming research project requests, assess data feasibility, conduct analyses, support external academic collaborations, and track metrics related to the foundation's research portfolio. This is a technical, research-focused role for someone who is comfortable working behind the scenes to help move projects forward and produce strong analytic outputs.

About Cholangiocarcinoma Foundation

The Cholangiocarcinoma Foundation (CCF) is the only U.S.-based nonprofit organization solely focused on cholangiocarcinoma (bile duct cancer), a rare but aggressive disease that affects approximately 15,000 people annually in the United States. Founded in 2006 in Salt Lake City by a family who lost a loved one to this devastating cancer, CCF has grown into a global leader in patient support, education, advocacy, and research funding.

Driven by its core values—patients first, collaboration, innovation, and urgency—CCF operates in a fast-paced environment, mobilizing resources and expertise around the world to accelerate progress. As a virtual organization with team members across the U.S. and internationally, CCF connects a global audience of patients, caregivers, clinicians, and researchers through cutting-edge programs and partnerships. The Foundation is recognized for advancing innovative research, championing patient-centered care, and responding with urgency to the needs of a growing and underserved community.

Primary Responsibilities

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

- Review incoming research collaboration requests and help assess project fit, feasibility, and data availability
- Support refinement of external research proposals in collaboration with research leadership

- Independently query and analyze data from a range of sources, including registry, claims, EHR, surveys, and other clinical or research datasets
- Conduct descriptive and applied statistical analyses to support collaborative research projects and internal decision-making
- Prepare analytic summaries, tables, reports, and other outputs for internal use and external research collaborations
- Help scope projects with dataset vendors and collaborators by clarifying research questions, available data elements, analytic approaches, and timelines
- Provide light project coordination to help keep research collaborations and analyses moving forward
- Track and report key metrics related to the organization's research activities, collaborations, and outputs
- Support data quality checks, documentation, and reproducible analytic workflows
- Identify and flag data governance, privacy, or compliance considerations to research leadership as needed
- Commitment to maintaining expertise in methodological approaches, e.g., best practices and latest advances

Skills, Qualifications, Requirements

Required

- Bachelor's degree or equivalent practical experience in biostatistics, epidemiology, public health, health services research, clinical research, data analysis, or a related field
- 1-3 years of relevant work experience in clinical, healthcare, or research data analysis; an advanced degree may offset some experience
- Strong SQL skills and the ability to independently work with relational databases
- Experience performing statistical analyses in R or SAS
- Experience working with clinical or healthcare datasets, such as registry, claims, EHR, or related real-world data sources
- Ability to translate research questions into feasible analytic plans and outputs
- Strong organizational skills and ability to manage multiple projects with limited oversight
- Strong written and verbal communication skills
- Ability to work effectively with internal teams, external researchers, and data vendors
- Successful completion of a background check.
- Travel required twice a year to Salt Lake City, Utah.

Additional Preferred Skills and Qualifications

- Experience working in a virtual environment is preferred
- Experience in oncology or another clinically complex disease area
- Experience supporting academic research collaborations
- Experience using analyses to support abstracts, posters, manuscripts, or other research outputs
- Familiarity with Tableau, REDCap, or similar tools
- Experience working with externally licensed healthcare datasets
- Experience in academia, life sciences, payer analytics, consulting, or a related environment
- Demonstrated ability to quickly learn new disease areas, datasets, and research contexts

Work Environment and Physical Requirements

- This is a fully remote position, requiring a dedicated, professional home office environment with reliable internet access.
- The role involves prolonged periods of sitting, working on a computer, attending virtual meetings, and managing digital communications.
- Flexibility to respond to time-sensitive issues during regular business hours, with occasional after-hours and weekend availability for urgent matters or events.
- Ability to manage multiple tasks and priorities in a fast-paced virtual environment.
- Minimal physical requirements, though occasional travel is required for organizational events or meetings

COMPENSATION

Salary Range: \$68,000 - \$73,000; commensurate with experience

Benefits: include Health insurance (medical, dental, vision), full-paid life and disability insurance, a generous PTO package that provides for Summer Fridays and a paid Winter Break, and a 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.

To apply, send your resume, cover letter (INCLUDE POSITION NAME), and salary requirements to HR@cholangiocarcinoma.org. All applicants MUST submit a cover letter and resume. Please confirm your compensation expectations align with the posted salary range.

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 is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, sex, gender identity or expression, sexual orientation, national origin, age, disability, pregnancy, genetic information, veteran status, or any other characteristic protected by applicable federal, state, or local law.

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