



Cholangiocarcinoma Foundation®

Annual Giving Manager

Location: Virtual

Category: Full-time, Exempt

FLSA Status: Exempt

Reports to: Director of Individual Giving

Position Overview

The Annual Giving Manager will focus on strategically expanding the organization's annual giving program to increase its base of individual gifts significantly. Primary responsibilities will include managing four annual giving campaigns throughout the year, the monthly giving program, workplace and matching giving efforts, and building out a strategy for a pipeline of mid-level donors (\$1,000-\$9,999). The Annual Giving Manager will raise funds from individuals and families to support CCF by cultivating and stewarding donors primarily via email, online, mail, and phone engagement. This position reports directly to the Director of Individual Giving.

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 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:

- Serve as staff lead for all Annual Giving, subscription giving, workplace giving and matching gifts strategy for the organization.
- Secure new, renewed, or increased funding from individuals through online giving, direct mail, and phone solicitations.
- Develop and carry out the annual giving strategy, including determining campaign themes, messaging, communication methods, timelines, etc., with the support of the Director of Individual Giving.
- Develop and implement a plan to identify, qualify, cultivate, solicit, and steward mid-level donors (\$1,000 - \$9,999).
- Contribute to the development team's overall goal of \$9 million annually (subject to year-over-year increase).

Cholangiocarcinoma Foundation

5526 West 13400 South, #510 – Salt Lake City, Utah 84096 – U.S.A.

www.cholangiocarcinoma.org

- \$1 million annual goal (subject to year-over-year increase).
- Manage monthly giving program and stewardship of subscription donors, including effective donor recognition and benefit fulfillment.
- Manage workplace and matching giving effort.
- Work collaboratively with the Community Fundraising team to identify corporate peer-to-peer fundraising opportunities.
- Work alongside Director of Individual Giving to build out donor giving societies and effectively manage welcome, recognition and stewardship for those donors in mid-level portfolio.
- Coordinate annual campaign reporting and analysis, as well as database entry of campaign activities and donor communications.
- Work with the Director of Individual Giving and the Communications team to integrate the organization's marketing and fundraising strategies. This includes leading internal scoping and review meetings with multiple internal staff and departments.
- Incorporate other foundation-giving opportunities, such as employer matching gifts, planned giving, stock gifts, etc., into campaign messaging.
- Other duties as necessary to support the Development Department.

Skills, Qualifications, Requirements

Required

- Bachelor's degree required.
- Minimum of three years of development and/or marketing experience required.
- Non-profit healthcare or disease-specific experience is highly preferred.
- Strong writing skills. Ability to communicate effectively, persuasively, and empathetically in oral and written communication
- Strong organizational and time management skills with exceptional attention to detail.
- A professional and collaborative style with an ability to take the initiative and manage multiple tasks/ projects simultaneously.
- Strong proficiency in technology platforms required, including advanced skills in Microsoft Office Suite and Google Workspace. Experience working in Asana is preferred but not required.
- Familiarity with CRM (customer relationship management) software.
- Flexibility, adaptability, and openness to change.
- Ability to work remotely in a fast-paced and highly collaborative environment. This is a full-time, work-from-home position with <10% travel required. Experience working in a virtual environment is preferred.
- Ability to communicate with empathy and discretion when engaging with patients and their families/caregivers.
- 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.
- 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: \$65,000-\$75,000 - 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.

March 2025