



**Cholangiocarcinoma  
Foundation®**

## **Senior Research Program Manager**

**Location:** Virtual

**Category:** Full-time

**FLSA Status:** Exempt

**Reports to:** Chief Medical Officer

### **Position Overview**

The Senior Research Program Manager is responsible for executing and coordinating high-priority research projects within the Cholangiocarcinoma Foundation (CCF). Primary focus areas include the Imaging Biorepository and the 2025 Consensus Conference Action Plan, including oversight of related deliverables and identification of potential extramural funding sources. Additionally, this role also contributes to smaller-scale initiatives, including input to the ICRN newsletter, internal manuscript support, presentations, and cross-functional collaboration with the research department.

The Senior Research Program Manager will ensure that project goals align with the Foundation's mission to improve the quality of life for those affected by cholangiocarcinoma and to accelerate the path toward a cure.

### **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 worldwide 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.

**Cholangiocarcinoma Foundation**

5526 West 13400 South, #510 – Salt Lake City, Utah 84096 – U.S.A.  
[www.cholangiocarcinoma.org](http://www.cholangiocarcinoma.org)

## **Primary Responsibilities**

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

### **Project Leadership (Major Focus Areas)**

- *Imaging Biorepository Project*
  - Lead the coordination and implementation of the imaging biorepository, including stakeholder engagement, infrastructure planning, and milestone tracking.
  - Work closely with research partners and data teams to ensure compliance, integration, and alignment with CCF's long-term research strategy.
- *2025 Consensus Conference Action Plan*
  - Manage the development and execution of the 2025 Consensus Conference Action Plan and related research initiatives.
  - Monitor progress of assigned actions, report outcomes to leadership, and ensure timely communication with collaborators and stakeholders.
- *Extramural Funding*
  - Identify and assess funding opportunities to support priority projects.
  - Collaborate with the CMO and other departments to develop compelling research funding proposals and grant applications.
- Ongoing project management as needs arise.

### **Organizational and Scientific Engagement Responsibilities**

- Provide input to the ICRN newsletter, collaborating with research and communications staff.
- Contribute to internal research manuscripts and support the preparation of talks/presentations for scientific meetings or organizational events.
- Represent the Foundation at virtual or in-person scientific meetings and conferences.
- Support collaboration across departments to maintain alignment of research priorities with patient advocacy, development, and industry engagement efforts.
- May include people management responsibilities in the future as the team and organizational needs evolve.
- Assist in planning and implementing other departmental activities as needed.
- Other duties as assigned.

## **Skills, Qualifications, Requirements**

### *Required*

- Master's Degree or higher in a scientific, public health, or project management-related field.
- 5+ years of experience managing scientific, clinical, or translational research projects.
- Proven ability to lead cross-functional projects with multiple stakeholders.
- Experience with budgeting, timelines, and project documentation.
- Strong written and verbal communication skills, especially in presenting complex scientific information.
- Excellent interpersonal and organizational skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) or equivalent.
- Comfort with remote work, self-direction, and independent problem-solving.
- Willingness to travel up to 15% as needed.
- Successful completion of a background check.

### *Additional Preferred Skills and Qualifications*

- Experience working within a research (scientific or clinical) setting.
- Familiarity with grant writing and extramural funding strategies.
- Understanding of HIPAA, IRB, and other regulatory frameworks in medical research.
- Experience working in a virtual, distributed team.
- Familiarity with project management tools (e.g., Asana, or similar).

### **Work Environment and Physical Requirements**

- This fully remote position requires a professional home office setup with a reliable internet connection.
- Available during standard business hours, with occasional evening and weekend availability for events or deadlines.
- Ability to manage multiple tasks in a fast-paced, virtual environment.
- Occasional travel required for organizational meetings or conferences (typically <15%).
- Minimal physical demands, such as occasional lifting of up to 20 pounds, may be necessary.

### **COMPENSATION**

**Salary Range:** \$75,000 - \$80,000 commensurate with experience

**Benefits include** Health insurance (medical, dental, vision), full-paid life and disability insurance, a generous PTO package that includes 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](mailto: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.*

October 2025