



Location : Brussels, Belgium

Position: Director of Operations

Organization: Cancer Drug Development Forum (CDDF) asbl

Job Type: Part-time (up to 80%, 4 days per week)

About Us

The Cancer Drug Development Forum (CDDF) is a non-profit organization, registered in Belgium, with an office in Brussels, that provides a neutral, non-competitive platform for multi-stakeholder discussions and collaboration in the development of cancer drugs.

The CDDF's mission is to facilitate collaboration between stakeholders, to increase efficiency in cancer drug development and accelerate the delivery of effective oncology treatment to patients. To achieve the mission, the CDDF offers multi-stakeholder discussions such as annual conferences, workshops and webinars, takes part in EU initiatives and produces publications.

More information at: www.cddf.org

Position Overview

We are seeking a dynamic and experienced **Director of Operations** to join our team and lead the day-to-day operations of the association. As a key member of the leadership team, the Director of Operations will oversee the effective functioning of the organization, ensuring the smooth implementation of our strategic initiatives, operational processes, and projects.

Key Responsibilities:

- **Strategic Leadership:** Collaborate with the Managing Director and Board of Directors, to define and implement the operational strategy of the association.
- **Operational Management:** Oversee all operational aspects, including project management, budgeting, staffing, and logistics.
- **Financial and Accounting Management:** Ensure the effective management of the association's financial operations, including budgeting, financial reporting, and compliance with accounting standards.
- **Fundraising:** Lead the development and execution of fundraising strategies, securing resources to support the association's programs and initiatives.
- **Team Leadership:** Lead and mentor a small but highly experienced team, ensuring high performance, clear communication, and professional development.



- **Resource Allocation:** Manage and allocate resources effectively, ensuring that the association's programs and initiatives are adequately supported.
- **Event Management:** Oversee the planning and execution of events, conferences, and initiatives.
- **Policy and Compliance:** Ensure that the association complies with all relevant Statutes of the association, Belgian regulations and standards.
- **Stakeholder Engagement:** Build and maintain strong relationships with key stakeholders, including healthcare professionals, researchers, patients, regulators and industry partners.

Qualifications:

- Proven experience in an operational leadership role, preferably within a nonprofit or healthcare-related organization.
- A strong organizational background in oncology or healthcare-related fields is highly preferred.
- Exceptional project management and organizational skills.
- Leadership experience with the ability to inspire and manage cross-functional teams.
- Strong communication and interpersonal skills, with the ability to engage and collaborate with diverse stakeholders.
- Knowledge of budgeting, financial planning, and resource management.
- A passion for improving cancer care.
- Fluency in English. French proficiency is preferred. Dutch is also an advantage.

Why Join Us

- Be a part of an organization that is making a real impact on the lives of cancer patients and their families.
- Work with a dedicated team of professionals who share a common goal of advancing cancer care and research.
- Competitive salary and benefits package.

How to Apply:

- Interested candidates are invited to submit their resume and a cover letter outlining their qualifications and motivation for applying to info@cddf.org
- The deadline for applications is 21 February 2025