



ABC Global Alliance (www.abcgloballiance.org)

JOB OPPORTUNITY, Chief Operating Officer – Consultancy (Remote)

About the Advanced Breast Cancer Global Alliance

The [ABC Global Alliance](http://www.abcgloballiance.org) is a non-profit Association with the mission to improve and extend the lives of women and men living with advanced breast cancer (ABC) in all countries worldwide and to fight for a cure, to raise awareness of advanced breast cancer and lobby worldwide for the improvement of the lives of advanced breast cancer patients. The Alliance works collaboratively to provide resources, guidance and training opportunities to more than 300 member organisations across the globe, including advocacy groups, healthcare professionals' organisations, hospitals and other stakeholders. In November 2025, we launched the ABC Global Charter 2025-2035, an updated set of 10 goals to improve outcomes and quality of life in ABC worldwide over the next 10 years.

We are looking for a talented and motivated candidate to contribute to our mission.

Position Overview

The Chief Operating Officer (COO) will work full time and will be the chief staff executive and principal administrative officer of the association. The COO will be responsible for strategic leadership, operational oversight, and the effective implementation of the organization's mission, goals, and policies as set by the President and Board of Directors. This individual will manage a small staff and work in close collaboration with the President, the Board of Directors, project committees, members and different stakeholders to grow the Association's impact and operational capacity.

Key Responsibilities

Strategic Leadership and Governance

- Serve as a strategic advisor to the President and Board of Directors, supporting the development and implementation of the Association's strategy and planning
- Support and facilitate the work of the Standing and Ad-hoc Committees by ensuring effective coordination, clear communication, and appropriate resource allocation, in alignment with the organization's goals
- Ensure compliance with ABC Global Alliance's statutes and applicable laws and regulations
- Prepare materials for internal meetings and ensure implementation of decisions and follow-up actions

Operational and Organizational Management

- Oversee the day-to-day operations of the Association, including management of programs, events, communications, and administrative functions
- Manage all staff, contractors, and service providers. Provide leadership, mentorship, and professional development opportunities to staff.
- Implement and maintain effective administrative systems and processes to support the Association's activities.
- Ensure adherence to data protection regulations and high ethical standards

Finance and Budgeting

- Develop, monitor, and manage the annual operating budget in collaboration with the President and Board of Directors, ensuring the financial sustainability of the organization through sound fiscal management and reporting
- Ensure that appropriate bookkeeping and financial management processes are in place and followed
- Oversee external vendors managing financial, audit, and investment activities
- Ensure accurate and timely financial reporting to the President and Board of Directors
- Identify and advise the Board on potential risks to the Association and recommend actions for mitigation of those risks
- Ensure that the Association meets all its legal, statutory and regulatory requirements, including undertaking and reporting on financial reviews and audits

Fundraising

- Manage and develop relationships with key sponsors, securing a strong and sustainable revenue base to underpin the achievement of the Association's vision and mission
- Develop, together with the President and Board of Directors, a fundraising strategy to support implementation of a long-term strategic plan

ABC Global Charter and Core Purpose Programmes

The Chief Operating Officer oversees the development, delivery and measurement of our core purpose programmes, in alignment with our strategic plan and with the 10 goals of the ABC Global Charter 2025-2035.

a. Membership and Stakeholder Engagement

- Foster engagement and growth of the Association's membership globally to support them in their work in alignment with the Global Charter
- Maintain effective communication with members and allied organizations
- Strengthen partnerships with partners, patient advocacy groups, academic institutions, industry, and other professional societies

b. Meetings and Education

- Planning and delivery of the Advanced Breast Cancer International Consensus Conference (next event in November 2027), other scientific events and educational programs
- Contribute to the strategic development of the Association's educational portfolio, including identifying emerging needs and ensuring high-quality program delivery across all formats

c. External Relations and Representation

- Serve as a spokesperson for the Association representing the ABC Global Alliance at partner meetings, conferences, and advocacy activities when delegated by the Board
- Maintain strong relationships with members and allied organizations
- Ensure consistency of ABC Global Alliance's voice and brand across all communications

Qualifications

- Fluency in English (*Required*)
- Proven experience in senior leadership or executive management, ideally in a medical, scientific, or association/nonprofit setting
- Strong organizational, operational, and strategic management skills
- Demonstrated success in managing staff, complex projects and multi-tasking
- Background or experience in the fields of healthcare, medicine, science, or association management is an advantage
- Proven track record of business management and a good understanding of strategic financial management
- Excellent communication skills, both written and verbal
- An agile, and can-do problem-solving approach with experience/comfort working in a small team setting
- Ability to travel worldwide

Additional Attributes

- A good understanding of the requirements of best practice not-for-profit governance and a demonstrable ability to work closely, effectively and impactfully with the President and Board of Directors
- Successful track record of influencing and developing relationships with high level policymakers, global health and development agencies and other stakeholders in an international context, is an advantage
- Experience working with representatives from countries with varying Human Development Index (HDI) measures, cultures and values, and engagement with global health and development partners

- Strong track record as a leader of people, building and nurturing a positive culture to ensure a high impact team and an inclusive organization
- Experience in organizing conferences and events

Start date

Ideally January 2026, or as soon as possible thereafter.

We offer

Working in a dynamic organization where you will have the opportunity to take on responsibilities and grow professionally. We provide an international, supportive, and fast-paced environment where your ideas are valued, and your contribution can make a real impact.

Additional benefits include:

- ability to work from any country in the world (depending on time zone, may require attendance at meetings outside local office hours)
- ability to work from home
- corporate phone and laptop
- competitive salary (monthly gross salary will be defined depending on experience and country of origin)
- days of annual leave as defined by the labour law of the country of origin
- fair measures in place to ensure recovery of extra hours worked in busy periods
- opportunities to travel worldwide

To Apply

Interested candidates should submit a **CV and covering letter / supporting statement to:** admin@abcglobalalliance.org

The covering letter / supporting statement should explain how you meet the selection criteria using examples of your skills and experience. Please also indicate your salary expectations.

Timing

Applications will be reviewed on a rolling basis. Early applications are encouraged.

Contact & Information

Should you have any questions or if you'd like to discuss the role further, please contact admin@abcglobalalliance.org