

Title: Director of Public Relations & Communications

Reports to: VP, Marketing and Communications

Department: Marketing/Communications

Location: Norwalk, CT

Position Overview: The MMRF is searching for a seasoned professional with a strong communications background, including media strategy and relations, to strengthen and enhance both internal and external communications for the MMRF.

Essential Functions:

- In partnership with senior leadership, play a critical role in developing and executing the organization's external and communications plan in accordance with overall Marketing and Communications objectives
- Work with senior leadership and PR agency on earned media strategy; work with PR agency to execute as appropriate
- Source strategic media placement, awards, and speaking opportunities for senior leadership
- Maintain content communications calendar, in partnership with Director of (Brand) Marketing and Director of Digital Marketing, to ensure appropriate exposure, engagement and cadences
- Develop and place, as appropriate, white papers / op-eds / other publications to drive thought-leadership for senior leadership and the organization overall
- Perform high-level writing for senior leadership communications to key constituents such as the Board of Directors, Honorary Board of Directors, and Major Donors
- Develop external-facing messaging, including: press releases and pitches, presentations, emails, blogs, op-eds, speeches, talking points, film scripts, etc., as required
- Develop content for digital and print newsletters and other corporate communications
- Develop communications for crisis management, as needed

Qualifications:

- Bachelor's degree or higher
- Minimum 7-10 years healthcare communications experience, including supporting C-suite externally-facing activities
- Excellent organizational and interpersonal skills as well as outstanding oral and written communication skills, including experience with public speaking
- Extensive media relations experience
- Dynamic, highly responsive, flexible and self-directed with the ability to rapidly integrate into the organization's culture
- Proactive and collaborative mindset required to achieve larger foundation goals
- Existing network of media contacts

The Multiple Myeloma Research Foundation is a non-profit organization.