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**Title: Associate, Brand Marketing**

**Reports to:** Director of Brand Marketing

**Department: Marketing**

**Location:** Norwalk, CT

**MMRF OVERVIEW:**

A pioneer in precision medicine, the Multiple Myeloma Research Foundation (MMRF) seeks to find a cure for all multiple myeloma patients by relentlessly pursuing innovations that accelerate the development of precision treatments for cancer. Founded in 1998 by Kathy Giusti, a multiple myeloma patient, and her twin sister Karen Andrews as a 501(c)(3) nonprofit organization, the MMRF has created the business model around cancer—from data to analytics to the clinic. The MMRF identifies barriers and then finds the solutions to overcome them, bringing in the best partners and aligning incentives in the industry to drive better outcomes for patients. Since its inception, the organization has collected thousands of samples and tissues, opened nearly 100 trials, helped bring 13 FDA-approved therapies to market, and built CoMMpass, the single largest genomic dataset for any cancer. Today, the MMRF is building on its legacy in genomics and is expanding into immune oncology, as the combination of these two fields will be critical to making precision medicine possible for all patients. The MMRF has raised nearly \$500 million and directs nearly 90% of the total funds to research and related programs. To learn more, visit [www.themmr.org](http://www.themmr.org)

The mission of the MMRF has always been to provide a cure for each and every patient. We know that multiple myeloma is different in every patient. Our goal is to generate and collect as much patient data as possible and make it available to researchers worldwide, to speed new discoveries and propel new clinical options for myeloma patients into the clinic as quickly as possible.

**Position Overview:**

The MMRF is looking for an energetic, hard-working and entrepreneurial Marketing Associate to join our organization. With a mission of accelerating a cure for each & every patient with multiple myeloma, Marketing sits at the core of how we drive toward this goal in so many critical areas -- from patient communications and education opportunities, to establishing a dialogue with donors, to supporting MMRF Events and grassroots fundraising opportunities. If you're an ambitious individual who wants to join an exciting, disruptive nonprofit in the healthcare/cancer space, we want you to join our team.

**Essential Functions:**

- Support Director of Brand Marketing in agency stewardship including crafting assignment briefs, scheduling creative reviews and day-to-day management
- Support Director of Brand Marketing in the development of production timelines, maintaining email calendar, and IRB submissions
- Write internal/external meeting reports, POVs, & emails
- Maintaining budget, including opening POs, processing invoices, keeping budget tracker updated and flagging any potential issues
- Maintain project lists and ensure timelines are met
- Track competitive organizations and conducting analyses of content and marketing initiatives, as well as report on industry trends and news in the healthcare/oncology space
- Maintain an organized system of assets, photos, videos and logos that are to be used for marketing purposes
- Maintain trademarks usage through periodic content audits
- Upload and process contracts with Salesforce

- Support the broader marketing department across a variety of work streams including events and public relations
- Populate and distribute weekly status reports within marketing and broader department meetings
- Support Director of Brand Marketing in fulfilling media agreements

**Qualifications:**

- 1-3 years related work experience required
- Bachelor's degree in Marketing or related field preferred
- Strong organizational and interpersonal skills
- Strong verbal and written communication skills
- Ability to analyze and provide critical thinking to all facets of the work
- Detail and task-oriented
- Dynamic, highly responsive, flexible and can be increasingly self-directed to work independently and collaboratively

**EEO Statement**

The Multiple Myeloma Research Foundation (MMRF) is an equal opportunity employer and does not discriminate against any candidate based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, military and veteran status, sexual orientation, or any other factor protected by federal, state, or local law.