

Title: Manager, Clinical Research

Reports to: Hearn Jay Cho

Department: Clinical Operations

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

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 Multiple Myeloma Research Foundation (MMRF) has launched a Direct-to-Patient (DTP) research Initiative called CureCloud for which we are seeking a Manager of Clinical Research. The IRB-approved MMRF CureCloud longitudinal study (NCT03657251) aims at enrolling 5,000 individuals from whom comprehensive molecular and immune analyses will be generated from blood specimens and the resulting data aggregated with the correlating clinical information gathered from the subjects' Electronic Medical Records. The Manager, Clinical Research will be responsible for study conduct and oversight and the primary point for specific communications and data management for project-specific tasks. Experience and knowledge of management of clinical trial conduct, clinical trials operations and regulatory components is desirable.

Essential Functions:

- Ensure the study is executed in compliance with relevant regulatory guidelines/regulations and SOPs, completion and maintenance of the Trial Master File, and overall management of patient-facing functions. (Willing to provide CITI Training if this is not in experience).
- Collaborate with study research staff, nurses from the MMRF Patient Call Center and other members of the cross-functional study team on a daily basis.
- Perform Data Integrity Checks for enrolling patients.
- Protocol conduct operations optimization (e.g., calling patients back to investigate why they are not finishing enrollment).
- Plan, execute and lead study-specific meetings as needed (e.g., study management meetings, site calls etc.).
- Prepare and present project reports as required.

- Identify and manage or escalate risks as appropriate.
- Other duties as assigned by supervisor/designee.

Qualifications:

- Bachelor's Degree (BA, BS) required; in scientific or health care discipline strongly preferred.
- A minimum of 2-3 years of clinical research experience, ideally in a pharmaceutical company, CRO or academia.
- Experience and knowledge of clinical trial management: clinical trial conduct; clinical trial operations and regulatory components.
- Excellent working knowledge GCP Guidelines to ensure the study is executed in compliance with relevant regulatory guidelines/regulations and SOPs.
- Experience working with and overseeing external vendors is required.
- Project Management experience required.
- Excellent organizational skills, ability to manage multiple tasks and meticulous attention to detail.
- Effective oral, written and interpersonal communication skills.
- Computer literacy required (MS word, MS excel, MS PowerPoint and MS Project)
- Demonstrated ability to multi-task and manage high performance demands.
- Ability to operate within a matrix environment
- Strong leadership skills

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.