



**Associate Manager,
Bioinformatics Project Coordinator**

Title: Associate Manager, Bioinformatics Project Coordinator

Reports to: Associate Director Bioinformatics

Department: Informatics

Location: Remote / Norwalk

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 MMRF is seeking a Bioinformatics Project Manager. Your attention to process and detail, and passion for effective communication are just a part of your greater commitment to quality. You'll support the Associate Director of Bioinformatics and be responsible for helping to drive projects and service engagements to completion and status reporting. You will work cooperatively with other MMRF groups, including the clinical and research teams to produce effective software solutions and enhancements. In addition, you will have data access and audit responsibilities.

Essential Functions:

- Assist in management of multiple related projects and initiatives in support of strategic objectives.
- Work creatively and analytically in a problem-solving environment demonstrating teamwork, innovation, and excellence.
- Participate in implementing practices and procedures in line with best practices – using and refining templates, tools, and techniques to expand and mature these capabilities for the organization.
- Support management and oversight of the day-to-day project activities and resources.
- Support UAT process and documentation
- Provide status reporting regarding project milestones, deliverables, dependencies, risks, and issues.
- Understand interdependencies between technology, operations, and business needs.
- Support all aspects of project engagement from planning, documentation, external vendor relationships and communications, change, risks, and issues.

- Ensure that projects and programs are proceeding according to scope, schedule, budget, and quality standards.
- Manage data access for Informatics platforms, support development and implementation of audits
- Oversee documentation
- Other duties as assigned

Qualifications:

- Undergraduate (BA/BS) degree required; seeking balanced combination of scientific/technical and business acumen (with life science, statistical analysis, or Master degree (MPA, MPH, MBA).
- 3 - 5 years of relevant experience managing projects involving complex enterprise application deployments from inception through completion.
- Technical proficiency with general business applications such as MS Office with advanced skills with Excel, PowerPoint, Word and Project.
- Experience in a highly regulated space (a plus would be with clinical data) – understanding of compliance issues.

Preferred Qualifications:

- Strong understanding of biopharma / clinical studies
- Project management certification / knowledge of PMBOK
- 3+ years system design/implementation experience in Informatics, Bioinformatics, Computer Science, any other related discipline
- Demonstratable leadership, diplomatic and motivational skills including the ability to lead up, across, and down multiple business and technology organizations.
- Proven ability to work creatively and analytically in a problem-solving environment demonstrating teamwork, innovation, and excellence.
- Sound understanding of project management and SDLC methodologies and software (MSProject, SmartSheet, etc.)
- Understanding of the relationship between scope, time, cost, and quality for a project.
- Experience with software development cycle / system enhancement and release management

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.