

Title: Senior Associate, Events & Partnerships
Reports to: Manager, Events & Partnerships
Department: Events
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 MMRF Team for Cures 5K Walk/Run Program is a national fundraising program held in 15 cities, includes over 20,000 race participants, and raises close to \$3.5 million annually. The Senior Associate, Events and Partnerships is primarily responsible for assisting in every aspect of the planning and execution of the MMRF Team for Cures 5K Walk/Run Program. This individual is a critical team member who is responsible for managing participant and donor relationships for each 5K event. This includes communication across all areas of the company and ability to coordinate 5K logistics. This position requires attention to detail, strong time management skills, as well as the ability to display leadership while working both individually and with a team. The ability to problem solve will be imperative. Domestic weekend travel is required.

Essential Functions:

- Lead and collaborate with team members to ensure successful and positive outcome of each event
- Travel to and work at up to 15 5K events which take place on weekends
- Responsible for cultivating, maintaining, and enhancing patient, participant, and donor relationships while serving as a front line point of contact in assisting fundraising efforts.
- Capable of working in a fast paced, high-pressure, deadline oriented environment with the added ability to multi-task.
- Responsible for event logistics including:
 - Event Management company/vendor/volunteer group interface
 - City and Park permit applications/approvals
 - Site planning
 - Financial processes including budgets and vendor payments
 - Oversee on-line registration and associated participant/vendor support
 - Manage fundraising platform and updates of all 5K event fundraising pages
 - List events on MMRF website, post all race sites
 - Pre-race relationship management and community preparations
 - Event program details – speech preparation, pre-event program timelines, honorees, etc.
 - Post-race relationship management and communication

Senior Associate, Events & Partnerships Job Description

- Enter fundraising donations and matching gifts
- Update all 15 5K team trackers and weekly financial tracker
- Provide impeccable customer service to all event participants and donors. Address incoming questions and email inquiries regarding the on-line fundraising and registration system (Classy), event details and medical inquiries.
- Responsible for all event marketing facets including:
 - Signage, Save the Dates and additional marketing creative direction
 - Team Email content creation
- Encourage fundraising and motivate program participants to reach their full potential by providing innovative and fun ways to generate funds.
- Knowledge of 5K budget and expenses to maximize net revenue.
- Maintain database of new and past race participants.
- Work with local sponsors, running clubs and media to help promote the race and obtain additional funding for each race.
- Perform other related duties as assigned by Manager including unique duties assigned while working actual events, various in-office tasks, etc.

Qualifications:

- At least 1-3 years of previous event coordination experience required
- Minimum of 1-3 years of customer service and/or event experience in a high-paced environment, preferably in the area of high-volume, customer relationship management
- Familiarity with online Fundraising Platforms (Classy preferred)
- Prior experience in fundraising
- Demonstrated ability to provide leadership, organize fundraising activities effectively, and participate in high-level customer service support.
- Proven ability to deliver high-touch customer service and work with customer relations management (CRM) database systems (e.g., keep contact logs, conversation notes, and implement follow-up flags).
- Strong project management skills, including ability to manage and prioritize projects with multiple and often competing deadlines.
- Proficiency in Microsoft office applications, Excel, Salesforce and fundraising platforms preferred.
- Proficiency in Public Speaking

Core customers and key relationships

- Donors
- Patients
- Volunteers
- Event Participants

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.