Senior Associate, Clinical Trials

Title: Sr. Associate, Clinical Trials
Reports to: Director of Clinical Operations
Department: Clinical
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.themmrf.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.

MMRF Core Values:

At the MMRF our core values define both who we are and how we work together as an organization. We believe in investing in our team and building a culture that will help us pursue our highest level mission to accelerate a cure for each and every multiple myeloma patient. Our five core values are expressed below:

1. **Prioritize Patients** - Patients are at the center of everything we do. Every decision we make is grounded in the needs and best interests of the patients we serve.
2. **Drive Innovation** - We are committed to pursuing big, bold ideas. Taking risks, trying new approaches, and challenging the status quo are necessary to speed new discoveries.
3. **Deliver Solutions** - Taking on complicated challenges is what sets us apart. To deliver results, we must be decisive, take action, and act with urgency on behalf of the myeloma community.
4. **Do It Together** - We know that together, we are stronger. We work cross-functionally with the entire community to achieve our mission and are invested in the success of others.
5. **Build Trust** - We build trust-based relationships. We advocate for each and every myeloma patient by committing to diversity, equity, and inclusion and treating others with respect.

MULTIPLE MYELOMA Research Foundation

Position Overview: The Senior Associate, Clinical Trials is responsible for the overall day-to-day project management communications among the MMRF and MMRC network sites and industry/CRO partners. Oversees the coordination and communications associated with trial meeting planning and drives trial execution according to MMRC start up and enrollment benchmarks. Individual must have previous Phase I/II clinical trials experience in oncology/hematology

Essential Functions:

- Serves as a member of the project team with the goal to contribute towards efficient management of trials conducted in the MMRC and MMRF.
- Familiar with MMRC site-specific process maps describing each member institution's internal submission processes including: internal regulatory procedures, budget procedures and associated timing for clinical trial start up.
- Provides ongoing education and training for the MMPM team via site visits, monthly MMPM teleconference meetings, and follows up on action items as appropriate.
- Assists with the MMPM Annual Summit.
- Assists the team in the preparation and review of protocols and other study documentation.
- Establishes, updates, tracks and maintains study specific trial management tools/systems, and status reports as required.
- Negotiates study budgets and assists with the execution of site contracts.
- Assist with the development of overall study budget and patient budgets. Provides guidance to MMRC site-personnel to develop patient and site management budgets.
- Communicates effectively with team members and management to relay protocol/study issues and implements necessary actions in response to those issues.
- Develops and maintains good working relationship with all team members serving as an ambassador for MMRF and MMRC.
- Assists with review of clinical study reports.
- Interacts with sponsors and participates in business development activities including sponsor/industry presentations.
- Reviews, approves for senior level sign off and tracks invoices associated with clinical trials conducted through MMRC and MMRF.
- Follows internal electronic filing guidelines and maintains accurate files and updated process documents in the Consortium Operations drive located on the J drive.
- Assumes project management responsibility as needed.
- Performs other duties as assigned by management.

Qualifications:

- Bachelor's Degree required ideally in a scientific or healthcare discipline.
- Minimum of 2-4 years of Phase I/II clinical trials required
- Previous experience in oncology required
- Four or more years of relevant clinical trials experience, with at least two years of experience as a clinical research associate in the pharmaceutical industry (i.e. biotechnology, pharmaceutical, CRO, medical device)

- Previous clinical trial knowledge particular to oncology clinical trials.
- 10% domestic travel required

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.