

Title: Associate, Research**Reports to:** Manager, Research**Department:** Research**Location:** Remote / 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.

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.

Position Overview:

The MMRF Research Associate is responsible for assisting the Research and Clinical Research Managers with organizing and overseeing the conduct of clinical studies. The RA is involved in all stages of a clinical trial includes study start-up, initiation, monitoring, data oversight, and study close-out.

Essential Functions:

- Assists with organizing and monitoring the different stages of a clinical trial via supervision of study sites and activities to ensure adherence to industry / federal guidelines
- Assists with maintenance of specific records of research activity including regulatory forms, case reports, consent forms, and other applicable documentation
- Assists with the follow-up and resolution of action items, risk mitigation, and Corrective Action plans
- Serve as an expert with regard to study data portal oversight
- Supports study operations regarding clinical and correlative data, including data inventory, organization, and progress reporting

Qualifications and Experience:

- 2+ years of experience as a Clinical Research Coordinator or other research related positions ideally with clinical study oversight knowledge
- Must be: Detail-oriented, independent, a proactive communicator, and highly organized
- Should be: Familiar with HIPAA and federal patient protection guidelines and must be willing to complete all required CITI clinical training

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.