



Title: Manager, Research

Reports to: Scientist

Department: Research

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.

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 Multiple Myeloma Research Foundation (MMRF) has launched a Direct-to-Patient (DTP) research Initiative called CureCloud for which we are seeking a Manager of 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, Research will be responsible for study conduct and oversight as well as specific communications and data management tasks for the CureCloud study. Experience in 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 (CITI training will be provided)
- Act as a steward of the Trial Master File by overseeing its maintenance and use
- Assist in preparation of protocol amendments and oversight-related tasks
- Management of patient-facing functions through collaboration with study research staff, nurses from the MMRF Patient Navigation Center and other members of the cross-functional study team on a daily basis
- Act as primary liaison with study sites for study conduct, data entry, and procedures
- Perform Data Integrity Checks for enrolling patients.
- Protocol conduct operations optimization (includes direct contact with study participants as well as communications with external vendors)
- Plan, execute, lead, and document 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 3-5 years of clinical research experience, ideally in a pharmaceutical company, CRO, or academia
- Experience in and knowledge of clinical trial management: clinical trial conduct; clinical trial operations and regulatory components
- Excellent working knowledge of GCP Guidelines to ensure the study is executed in compliance with relevant regulatory guidelines/regulations and SOPs
- Experience with overseeing external vendor relationships 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 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.