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**Title: Associate – Patient Education and Community Outreach****Reports to:** Chief Mission Officer**Department: Education/Community Engagement****Location:** Norwalk, CT (or Remote)**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 more than \$500 million and directs nearly 90% of the total funds to research and related programs. To learn more, visit [www.themmr.org](http://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 is seeking an individual who is passionate and committed to supporting our work in optimizing patient outcomes by providing high-quality and high-impact educational programming as well as services and aiming to reach all patients - especially those who are traditionally underserved by the healthcare system with these opportunities. Our ideal candidate has some work and/or educational experience in supporting patient education and outreach efforts, in a disease-specific and/or public health context. This individual will support efforts across the departments, gaining firsthand and broad exposure to our patient education, outreach and support programs and initiatives.

**Essential Functions:**

- Oversee production and distribution of all patient and professional educational materials
- Oversee distribution of patient educational materials, CureCloud recruitment/educational collateral, and Marketing for specific programs and services for individual and bulk use
- Communicate regularly with support groups and partners care sites to ensure they have sufficient materials and understand MMRF offerings
- Ensure Treatment Finder, Support Group list, and patient/community resources on website consistently reviewed and updated; communicate updates internally as needed/appropriate
- Liaise with Marketing team to oversee production of promotional materials for the Education team and the PNC
- Liaise with Marketing to regularly monitor and evaluate the effectiveness of various channel to increase engagement in MMRF educational programs and services
- Regularly evaluate and share findings/analyses (and recommendations) on overall landscape for educational and outreach programming to ensure continued enhancement and optimization of MMRF educational programs and services
- Consolidate quarterly metrics on behalf of the team; assist in preparation for and follow-up from bi-weekly Operations meeting
- Support Senior Director of Community Engagement and Partnerships in building relationships with key collaborators, particularly ensuring timely and appropriate distribution of materials, etc
- Input information from inquiries into Salesforce
- Manage phone/email inquiries about educational program registration
- Help patients who have trouble with Calendly connect with a Myeloma Mentor
- Willingness and ability to travel (up to 25%) and represent the MMRF (sometimes solo) at MMRF programs, annual meetings of partner organizations/key stakeholders, health/wellness fairs, among other opportunities; includes oversight of shipping of materials, display, etc

**Qualifications:**

- Bachelors degree, preferably in health- or communications-related field
- Self-starter who enjoys developing and implementing new approaches and interventions
- Excellent oral and written communications skills
- Ability to multi-task/manage several workstreams at once
- Highly organized and detail oriented

**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,



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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.