

**Title:** Manager, DIY Events & Partnerships  
**Reports to:** Senior Director, Events and Partnerships  
**Department:** Events  
**Location:** Norwalk, CT / Remote  
**Salary:** \$70,000 - \$80,000

**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 15 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](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:** This position will serve as the Manager for MMRF DIY fundraising programs and will report to the Sr. Director of Events & Partnerships. The right candidate will champion a comprehensive, strategic and integrated approach to fundraising, volunteer engagement and coaching that will help the DIY program exceed goals. This role will provide exceptional program support for MMRF supporters in the DIY space. It will ensure MMRF is able to meet fundraisers where they are and help them engage in fundraising for MMRF in unique and individualized ways that inspires their vision. This includes a wide range of individual events such as Wine and Dine, Golf, Gaming, The Journey, Cancer Blows and more.

**Essential Functions:**

- Drives fundraising success through the delivery of overall MMRF DIY core program strategies and timeline. Assists in the programs' execution to ensure volunteer fundraisers receive support and coaching in their efforts to raise money on MMRF's behalf.
- Expands the program's footprint and marketing to drive revenue and engagement
- Provides coaching and direction around program execution
- Ensures DIY supporters have the tools and information required to support program priorities
- Provides reporting to colleagues allowing them to easily identify, engage and cultivate MMRF DIY participants
- Regularly evaluates revenue streams, including but not limited to local sponsorship, engagement opportunities, individuals, matching gifts, seeking trends that will assist supporters with growth in line with short and long-term goals.
- Provides stewardship and fundraising coaching to participants to help volunteers meet their fundraising goals and connect them further to the organization and mission of MMRF.
- Partners with vendors regarding DIY strategy, content development and facilitation of training opportunities to maximize growth of program.
- Assists in support of technology systems to help DIY MMRF fundraisers be successful in their fundraising efforts.
- Assists in execution of automated e-Communication through our systems
- Determine strategic requirements, benefits and ensure that best practices are implemented in every aspect of the DIY fundraising
- Support other programs within the experiential fundraising portfolio (Team for Cures)
- Other duties as assigned by the Sr. Director, Events & Partnerships

**Qualifications:**

- 3-5 years of relevant professional fundraising, sales and relationship/partnership building experience required
- Bachelors degree in development, fundraising, or related field preferred
- History of successful sales or P2P fundraising programs and associated revenue growth required
- Fluency in Spanish a plus
- Effectively multi-task, establish priorities, and work in a fast-paced environment. Highly efficient in time management and can meet deadlines under pressure
- Detail-oriented and strong organizational skills. Demonstrated competency when handling diversified assignments
- Ability to work and make judgments independently and take initiative. Well-disciplined and a self-starter that is extremely resourceful
- Ability to easily learn new technology systems
- Team player that has the ability to interface with all levels of staff and volunteers. Must develop, maintain, and utilize relationships. Capability to leverage relationships and negotiate agreements. Superior ability to influence and deliver results through a consultative role
- Proficient in Microsoft Office and CRM systems (experience with Salesforce and Classy system preferred)
- Excellent written, oral, and communication skills. Ability for presentation delivery, conveying ideas, and instructing effectively
- Superior active listening, observation, analytical, and problem recognition and solving skills
- Knowledge of Charity Livestreaming (Tiltify and Twitch a plus)
- Ability to travel (30% of time)