

Title: Development Officer

Reports to: Senior Major Gift Officer

Department: Development

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 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 Development Officer will assist the Development Team in the identification and qualification of prospects capable of giving in excess of \$10,000. This individual will be responsible for ensuring that the major gift pipeline contains relevant, appropriate prospects and that they receive regular, meaningful communications. In addition, this individual will cultivate, solicit, and steward a portfolio of mid-tier donors (\$1,000-\$9,999).

Essential Functions:

- Review philanthropically screened prospects and begin the qualification process with the goal of qualifying prospects either into portfolios or out of the Major Gift Pipeline.
- Coordinate the stewardship process for the Development Team by generating weekly lists of \$1,000+ gifts received and making thank you phone calls.
- Cultivate, solicit, and steward a portfolio of approximately 75 active mid-tier (\$1,000 - \$9,999) donors with an emphasis on those capable of becoming major gift donors..
- Consistent review of donor data in Salesforce and update records as needed/appropriate; utilize Salesforce to record activity and data involving prospects and donors.
- Create fundraising reports as needed.
- Assist with the preparation and/or proofing of donor-facing materials – including letters, proposals, reports, presentations and briefings.
- Coordinate and facilitate activity that directly results in prospect identification, qualification, cultivation, and solicitation of donors and prospective donors.
- Gather data, assess prospects, and develop strategies designed to realize the current and life-time giving potential of individual prospects.
- Build and maintain trust-based relationships with donors.
- Other duties as assigned by the Sr. Major Gift Officer.
- Show an ongoing commitment to the MMRF's core values: Prioritizing Patients, Driving Innovation, Delivering Solutions, Doing it Together, and Building Trust.

Qualifications:

- Bachelor's Degree in fundraising, development or related field preferred;
- 2-3 years of fundraising development experience (or relevant field) required, preferably in healthcare;
- Excellent verbal & written communication skills; strong organizational skills; attention to detail and interpersonal skills; good presentation skills;
- Fluency in Spanish is a plus;
- Familiarity with the non-profit business landscape;
- Sound knowledge of practices and philosophy of charitable giving;
- Demonstrated ability to work with a diverse array of personalities under pressure and deadlines;
- Proficiency in Microsoft office suite and Salesforce (or similar CRM system).

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.