
Title: Associate Manager, Alliance Management
Reports to: VP of Business Development/Alliance Management
Department: Alliance Management
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: Responsible for raising a significant portion of the Foundation's annual revenue, the Alliance Management department's primary focus areas include development and sustainability of relationships with pharmaceutical partners, diversification of revenue streams through identifying and developing innovative paths to partnerships and liaising with every other department within the Foundation in order to meet our objectives.

Reporting to the Vice President of Alliance Management, the Associate Manager of Alliance Management will focus on growing MMRF's pharma and biotech prospect pipeline by both identifying new opportunities and maintaining up to date status of current pipeline assets. The position will also be responsible for identifying opportunities for partnerships with promising pipelines in order to generate near term and future revenue.

Essential Functions:

- Manage the grant process for specific research grant agreements, including issuing RFPs, managing the grant initiation process, reporting and payments, and if needed, assist on follow up of any invention royalties.
- Liaise and forge close relationships with the research, clinical, and investment arms of MMRF to ensure efficiencies and collaborations across departments
- Assist department in communications with external partners, including developing cultivation and progress updates, account plans, drafting agendas for monthly calls, and managing next steps.
- Collaborate cross-functionally with marketing, events, and education departments to contribute new ideas, draft PowerPoint presentations and proposals, and assist in managing the AM database via Salesforce
- Working with finance, manage and track all Alliance Management revenue and expenses through Salesforce and against budget, reconciliations to ensure department financial records are complete, accurate, and up to date.
- Work with the Database Team to create, build, and maintain client accounts in Salesforce for Bio/Pharma/Data/Academia
- Manage CDAs with pharma, biotech, and advisory boards.
- Contribute to the logistics, and execution of MMRF meetings held at national research congresses in collaboration with the Clinical Team and/or Research Department.
- Contribute to planning, organization, management of logistics, securing pharma grant funding, and execution of all MMRF-hosted scientific meetings.
- Work closely with the Business Development/Alliance Management team to build trust-based relationships with biopharma and industry partners.
- Other duties as assigned by the VP of Business Development/Alliance Management and Director of Alliance Management.

Qualifications:

- 2-4 years of grant writing experience required
- Bachelor's Degree preferably in life sciences or business management preferred
- Knowledge of drug discovery/development and/or clinical trials processes and procedures in oncology a plus
- Attention to detail, ability to develop and maintain processes, and organizational skills are critical
- Ability to establish relationships and strengthen corporate partnerships by building trust and managing stewardship of accounts.



Associate Manager, Alliance Management

- Ability to use logic and critical thinking to resolve problems or prevent problems as well as maintaining flexibility to construct and/or consider alternate solutions
- Ability and enjoyment of both independent and team-based project work
- Experience with database management, and especially Salesforce, is helpful
- Strong presentation skills, including ability to craft compelling PowerPoints and comfort speaking in front of small and large groups
- Tech savvy with proficiency in Microsoft Office Applications (Word, PowerPoint, and Excel); experience with Salesforce and Contract Management System strongly preferred
- Strong contract/project management 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.