



Manager/Sr. Manager, Donor Engagement & Operations

Title: Manager/Sr. Manager, Donor Engagement & Operations

Reports to: Mindy Flinn, Vice President of Development

Department: Development

Location: Norwalk, CT (or Remote)

MMRF OVERVIEW:

The Multiple Myeloma Research Foundation (MMRF) is the largest nonprofit in the world solely focused on accelerating a cure for each and every multiple myeloma patient. We drive the development and delivery of next-generation therapies, leverage data to identify optimal and more personalized treatment approaches, and empower myeloma patients and the broader community with information and resources to extend their lives. Central to our mission is our commitment to advancing health equity so that all myeloma patients can benefit from the scientific and clinical advances we pursue. Since our inception, the MMRF has committed over \$500 million for research, opened nearly 100 clinical trials, and helped bring 15+ FDA-approved therapies to market, which have tripled the life expectancy of myeloma patients. To learn more, visit www.themmrff.org.

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 Manager/Sr. Manager will be a member of the Development team and will provide fundraising support to the Vice President of Development, Chief Mission Officer (who holds a portfolio of donors), and Development colleagues. This individual will be responsible for assisting in the strategy of major and transformational donors and the creation of written correspondence for the institution's highest donors. In addition, the Sr. Manager will oversee stewardship and engagement of MMRF's donor recognitions societies and other Development functions.

Essential Functions:

- Supports the VP of Development and Chief Mission Officer and assists in the overall strategy of major and transformational donors through the creation of written correspondence for the institution's highest donors.

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- Prepares correspondence for the President and Chief Executive Officer, as needed.
- Ensure proper donor stewardship – drafting proposals, letters, stewardship reports, presentations, etc.
- Oversee and manage the donor recognition societies (The Leadership Circle, The Legacy Society, and the Myeloma Investment Fund Donor Advisory Committee) and ensure timely stewardship and engagement strategies.
- Works with Sr. Major Gift Officer in creating and writing online appeal giving pages.
- Serves as the administrative liaison between Development and the Marketing department in the overall creative direction/messaging for collateral material (Donor Impact Report, Accelerator, etc.).
- Assists in Development cultivation events (crafts invitations, registration pages, etc.)
- Become proficient at all aspects of the CRM database, including but not limited to: data entry and report generation, with the ability to manipulate data and create reports and mailing lists, record all donation information and maintain communication records with donors.
- Keeps database updated.
- Oversee the gift acknowledgement process.
- Manage Development contracts, SOWs, invoices.
- Assist with other duties as assigned by the VP of Development.

Qualifications:

- Bachelor's degree in development, fundraising or related field preferred.
- 5-10 years relevant fundraising experience, preferably in healthcare/research.
- Prior donor stewardship experience with solid understanding of the donor lifecycle.
- Superior listening and writing skills and the proven ability to convert complex information into readable, easy-to-understand content tailored to specific audiences.
- A clear and confident communication style, which demonstrates institutional knowledge and integrity.
- Professional credibility, intellectual depth, maturity, and collaborative skills to lead others by influence.
- A positive can-do attitude and a motivated self-starter with the ability to work independently with purpose and accuracy in a fast-paced environment and a desire to ensure excellence.
- Strong organizational skills; proven experience in project management.
- Ability to meet deadlines and pivot when necessary.
- Ability to handle sensitive information in a confidential manner and to tactfully handle stressful situations, negotiate and resolve conflicts, maintain confidentiality, and to respect and observe organizational protocol.
- Sound judgement and decision-making ability.
- Experience working closely with institution's leadership, faculty or physicians, and fellow development professionals.
- Ability to manage list segmentation, reporting and tracking mechanisms to assist with recognition and stewardship engagement.
- Computer literacy: ability to use Windows-based software (Word, Excel, PowerPoint) as well as proficiency with CRM systems; Salesforce CRM experience a plus.
- Some travel and weekend work may be required.



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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.