

---

**Title:** Sr. Associate, Peer-to-Peer Fundraising (Endurance)  
**Reports to:** Manager, Peer-to-Peer Fundraising (Endurance)  
**Department:** Peer-to-Peer Fundraising  
**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](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 Senior Associate, Peer-to-Peer Fundraising (Endurance) is responsible for planning and executing the marathon and half marathon program of events, in addition to providing constituent relationship management and fundraising support. This position provides relationship building and support to team members, families, donors, and all supporters to maximize revenues and cultivate relationships. Serves as an outreach point person to key constituents and partners and cultivates important relationships within the events programs. The Sr. Associate will organize and schedule all aspects of the marathon program, nationally and internationally. In addition, the position aids in participant recruitment, corporate sponsorship, team income goals, and other necessary tasks.

**Essential Functions:**

- Aid Manager, Peer-to-Peer Fundraising (Endurance) in developing and implementing a plan of operations for assigned events, which includes specific fundraising goals, budget, timeline, logistics, marketing and sponsorship plan for each event.
- Own relationship with key events to maximize revenues, develop long term, positive relationships, and coordinate registration and event logistics with regard to the MMRF Team.
- Identify, recruit, and manage individuals/team members to maximize financial and fundraising goals.
- Strong focus on event logistics and creation, including developing and executing multifaceted and multi-day events. Tasks include, but are not limited to, securing accommodations, coordinating multiple travel schedules, coordinating race-day activities, planning team receptions, and a variety of both small and big-picture details.
- Research and develop new, exclusive, and epic events to grow the program.
- Collaborate and coordinate promotional activities to ensure the success of events and to enhance public awareness of the Foundation and its mission.
- Work with legal department to successfully execute various types of negotiations and contracts.
- Direct the cultivation and meaningful involvement of team members at all levels in revenue producing activities.
- Professionally and effectively represent the Multiple Myeloma Research Foundation and its mission to the public, team members, and other entities.
- Serve as event lead and guide on assigned events, including physical undertakings such as hikes and cycling events.
- Communicate all aspects of pre-event operations such as outreach, recruitment, team newsletters and coordination of participants.
- Collaborate with Events teams across programs to work together toward common goals, including improving systems, cross cultivation with Race, DIY and learning about myeloma research and other organization initiatives.
- Oversee administrative duties with regard to donation management, training materials, selecting team gear, team/participant information and processes, and event logistics.

**Sr. Associate, Peer-to-Peer Fundraising  
(Endurance)**

- Oversee Endurance Events fundraising platform, including its technical processes and functions. Work directly with key internal departments to ensure effective use of platform.
- Responsible for creation of technical materials, including informational materials and guides for both participants and internal staff surrounding platform processes, as well as creation of new fundraising campaigns on fundraising platform.
- Manage sponsor/partner relationships, including retail, pharmaceutical, local, and otherwise, pertinent to each event specifications and requirements.
- Travel to and attend all events as assigned (approximately 25% of the year, often consecutive events, majority is weekends).
- Other duties as assigned by Manager

**Qualifications:**

- Bachelor's Degree or equivalent work experience.
- Minimum of 1-3 years event coordination experience and fundraising successes within a similar industry preferred.
- Successful large-scale events and fundraising experiences preferred.
- Knowledge of peer-to-peer fundraising.
- Marketing experience and excellent persuasive skills with strong negotiation capabilities necessary.
- Demonstrate ability to provide leadership, organize fundraising activities effectively, and participate in high-level client support.
- Proven ability to deliver high-touch customer service and work with customer relations management (CRM) database systems (e.g., keep contact logs, conversation notes, and implement follow-up flags).
- Previous knowledge of fundraising platform and Salesforce functions strongly preferred.
- Experience and ability to present and comfortably speak in public is strongly preferred.
- Strong project management skills, including ability to manage and prioritize projects with multiple and often competing deadlines.
- Superb organization skills with high attention to detail.
- Overall technical proficiency in Microsoft office applications required.
- Ability and willingness to participate in endurance activities, including (but not limited to): hiking, standing for long hours, cycling, carrying up to 50 pounds, assisting with set-up and breakdown of events, high stamina for multi-day events with long hours.
- Ability to work as part of Endurance Events team, and also to be able to execute large-scale projects individually.
- Knowledge of Salesforce and P2P platforms, Raiser's Edge, Classy, etc.



**Sr. Associate, Peer-to-Peer Fundraising  
(Endurance)**

**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.