

Title: Chief Financial Officer

Reports to: Chief Executive Officer

Department: Finance & Accounting

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.themmrp.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 Chief Financial Officer (CFO) will be a highly skilled, experienced, and strategic leader to oversee all financial aspects of the organization. Reporting to the Chief Executive Officer (CEO), the CFO will play a critical role in developing and implementing the financial strategy for the MMRF. As a member of the senior leadership team, the CFO will work with other department leaders to evaluate and assist them with their financial plans and economic modeling. S/he will be responsible for overseeing all fiscal responsibilities for the organization. The CFO will also be the Treasurer for the organization, providing financial reports to the Audit and Finance Committee and Board of Directors.

The CFO will be responsible for overseeing financial and operational management, including budgeting, forecasting, cash flow, accounting, auditing, financial compliance, and investment management. The CFO will play a crucial role in ensuring the organization's financial stability, transparency, and effective allocation of resources. This position requires a deep understanding of financial management in the nonprofit sector, strong leadership skills, and a passion for the organization's mission.

Essential Functions:**• Financial Strategy and Planning:**

- The CFO will assess organizational performance against both the annual budget and the MMRF's long-term financial strategy.
- Develop tools and systems to provide critical financial information to the CEO and make actionable recommendations on both financial strategy and operations.
- Report around issues, trends, and changes in the financial operating model(s).
- Oversee selecting and engaging outside financial consultants such as auditors and investment advisors.
- Oversee long-term budgetary planning and costs management in alignment with the MMRF's strategic plan.
- Develop and implement financial strategies, goals, and objectives aligned with the organization's mission and long-term vision.
- Prepare and present financial reports, budgets, and forecasts to the executive team and the Audit and Finance Committee of the Board of Directors.
- Provide financial analysis and recommendations to support strategic decision-making processes.

• Financial & Operations Management:

- Oversee all financial operations, including budgeting, accounting, financial reporting, payroll, employee benefits, IT and cash flow management.
- Ensure compliance with accounting principles, legal regulations, and reporting requirements applicable to nonprofit organizations.
- Oversee all accounts, ledgers, and reporting systems, ensuring compliance with appropriate Generally Accepted Accounting Principles and regulatory requirements.
- Maintain internal control safeguards and coordinate all audit activities to ensure a clean annual audit and unmodified opinion from auditors.
- Manage cash flow and forecasting. Develop a reliable cash flow projection process and reporting mechanism that includes minimum cash threshold to meet operating needs.
- Optimize the handling of banking relationships and initiate appropriate strategies to enhance cash positions.
- Develop and manage investment portfolio in accordance with board policies and guidelines to manage corporate chase needs.
- Oversee budgeting and the implementation of budgets so as to monitor progress and present financial metrics both internally and externally.
- Manage organizational cash flow forecasting by working in partnership with the department leaders; continuously collaborate with department leaders to assess the financial efficacy of program operations and establish finance.
- Monitor and analyze financial performance, identifying areas for improvement and implementing effective financial controls.
- Conduct financial due diligence on potential investments through the Myeloma Investment Fund.

- **Budgeting:**

- Lead the annual budgeting process in collaboration with program managers and department heads.
- Manage grant budgets, reporting, and compliance with grantor requirements.
- Work closely with program teams to ensure financial resources are allocated efficiently and effectively.

- **Investment and Risk Management:**

- Develop and implement investment strategies to maximize returns while minimizing risk.
- Monitor and manage organizational risk, including insurance coverage, contracts, and legal compliance.
- Evaluate and recommend financial policies and procedures to safeguard the organization's assets.

- **Financial Reporting and Compliance:**

- Ensure accurate and timely financial reporting, including monthly, quarterly, and annual financial statements.
- Coordinate and oversee external audits and act as the primary contact for auditors.
- Stay up-to-date with accounting standards, tax regulations, and nonprofit financial best practices.

- **Team Leadership and Development:**

- Experience leading and managing cross-functional teams, including IT, operations, risk management, and real estate
- Manage the finance team, providing guidance, coaching, and professional development opportunities.
- Foster a positive work environment that promotes collaboration, accountability, and continuous improvement.
- Collaborate with other departments to support organizational goals and cross-functional initiatives.

Qualifications:

- Bachelor's degree in finance, accounting, or a related field (Master's degree preferred).
- Certified Public Accountant (CPA) designation is highly desirable.
- Minimum of 10 – 15 years of experience in financial management, preferably in a nonprofit organization or healthcare related organization.
- Strong knowledge of nonprofit accounting principles and compliance requirements (e.g., GAAP, IRS regulations) and investment management.
- Demonstrated experience in budgeting, financial planning, and strategic analysis.
- Proven track record in managing investments, risk, and financial controls.
- Excellent leadership and team management skills.
- Exceptional analytical, problem-solving, and decision-making abilities.
- Excellent written and verbal communication skills.
- High level of integrity and ethical conduct.
- Experience in finance transformation, process improvement, system implementation, and change management
- Excellent communication, presentation, negotiation, and interpersonal skills
- A passion for our mission and a commitment to our values

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.

The MMRF does not sponsor/facilitate any type of work authorization for this role. All applicants must currently have original valid unrestricted authorization to accept new employment in any role in the U.S. with any employer. There is also no future employer-provided sponsorship for this role to obtain or extend authorization to work in the U.S.