Senior Associate, Clinical Operations

Title: Senior Associate, Clinical Operations
Reports to: Associate Director, Clinical Operations
Department: Clinical
Location: Norwalk, CT

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.themmrf.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: Reporting into the Clinical Operations Associate Director, the Senior Associate, Clinical Operations is responsible for providing administrative and research coordination support to clinical operations management and research leadership in the conduct of MMRF clinical trials and translational research studies.

Essential Functions:

- Provides expertise and support to the clinical research operations management team in the conduct of MMRC clinical trials and MMRF translational research site operations for all studies involving human subjects.
- Prepares and submits study documents to IRB.
- Creates and maintains study files including trial master files (TMF)
- Organizes and coordinates research team meetings.
- Supports Associate Director and Vice President, Clinical Research with research administration needs including the submission of documents for Legal and Finance review through Salesforce and other e-systems.
- Assists the team in the preparation and review of protocols and other study documentation.

- Establishes, updates, tracks and maintains study specific trial management tools/systems, and status reports as required.
- Develops powerpoint presentations and other documents for reporting metrics for MMRC studies.
- Collects MMRC site operations intel and data metrics related to performance; collates and prepares information for presentations and review by leadership.
- Provides support for clinical trial accounting systems (invoice processing, tracking of study payments)
- Collect information from MMRC Investigator-Sponsored Trials (IST); enters information into spreadsheet and tracks monthly progress on IST close out.
- Issues communications and queries to MMRC sites regarding ISTs.
- Provides support to MMRC Horizon lead manager in trial development and execution activites, as assigned, including communications with MMRC sites, CROs, development of study documents, review of study materials, and facilitation of document review by Legal and Finance by facilitating submission of documents into SalesForce, Concur, etc., as needed.
- Communicates effectively with team members and management to relay protocol/study issues and implements necessary actions in response to those issues.
- Develops and maintains good working relationship with all team members serving as an ambassador for MMRF and MMRC.
- Assists with review of clinical study reports.
- Follows internal electronic filing guidelines and maintains accurate study files.
- Performs other duties as assigned by management.

Qualifications:

- Bachelor's Degree preferred.
- Minimum of 2-4 years of oncology clinical trials coordination required.
- Working knowledge and comfort with MS Office suite (PPT, Word, Excel, Outlook, TEAMS)
- Excellent communication skills (verbal and written)
- Friendly, flexible, adaptable, and eager to learn new skills, collaborate and work closely with team members and leadership.
- Working knowledge of clinical trial regulations (FDA, OHRP) and ICH GCP guidelines.
- 10% domestic travel required

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.