

Title: Manager, Team for Cures (Special Events/DIY)

Reports to: Director, Team for Cures

Department: Peer-to-Peer Fundraising

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 \$600 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: This position will serve as the Manager for the Do It Yourself fundraising program (Special Events/DIY fundraising) and will report to the Director, Team for Cures as part of the MMRF's Team for Cures program. The right candidate will champion a comprehensive, strategic, and integrated approach to Special Events/DIY fundraising, volunteer engagement, and fundraiser coaching that will help the Special Events/DIY fundraising program meet and exceed its goals, and develop plans for expansion.

This role will be responsible for prospecting, cultivating, growing, and retaining the Special Events/DIY fundraising volunteer/participant portfolio, while continuing to support and optimize existing events within the current Special Events/DIY portfolio. Additionally, they will design and execute our digital platform fundraising (Meta/Streaming). They will provide exceptional customer-service style fundraising support for MMRF Do It Yourself fundraising volunteers—helping them develop ideas into successful fundraisers.

This is a revenue-generating role. The ideal candidate is a creative, goal-driven communicator and relationship-builder. They possess strong project management and events skills, and excel at coaching and inspiring fundraisers to realize their unique visions. The candidate will develop tailored plans and offer

support to help meet fundraisers where they are in their fundraising journey. This includes a wide range of events that will benefit the MMRF such as 3rd party golf outings, special events, community walks, etc. The sky is the limit.

Essential Functions:

The role focuses on managing and expanding the MMRF's Special Events/DIY Fundraising program through the following key responsibilities:

Program Management

- Develop and execute program strategies and timelines, including cultivation and stewardship plans
- Provide support and coaching to volunteer fundraisers
- Prospect new DIY events to expand program footprint
- Manage multiple events simultaneously

Fundraising Support

- Build and maintain relationships with event participants
- Create toolkits and provide necessary resources for fundraisers
- Offer fundraising coaching to help participants meet goals
- Deliver exceptional customer service to all participants.
- Evaluate revenue streams and identify growth opportunities
- Facilitate training on peer-to-peer fundraising techniques

Marketing and Communication

- Drive marketing efforts for revenue generation and engagement
- Ensure effective pre- and post-event communication
- Partner with vendors on content development
- Execute automated e-communications

Reporting and Analysis

- Provide reports to identify and engage DIY fundraiser participants
- Regularly evaluate revenue streams and trends
- Determine strategic requirements and implement best practices

Technology and Systems

- Assist with technology systems to support fundraiser success
- Support other experiential fundraising programs (e.g., Team for Cures)

This role requires strong project management skills, event skills, creativity, and the ability to provide effective coaching and support to volunteer fundraisers.

Qualifications:

- 3-5 years of relevant professional fundraising, sales and relationship/partnership building experience required
- Bachelors degree in communications, event management, marketing, public health, public administration, or related field preferred
- History of peer-to-peer (P2P) fundraising programs and associated revenue growth required
- Effectively multi-task, establish priorities, and work in a fast-paced environment. Highly efficient in time management and can meet deadlines under pressure
- Detail-oriented and strong organizational skills. Demonstrated competency when handling diversified assignments



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- Ability to work and make judgments independently and take initiative. Well-disciplined and a self-starter that is extremely resourceful
- Ability to easily learn new technology systems
- Team player that has the ability to interface with all levels of staff and volunteers. Must develop, maintain, and utilize relationships. Capability to leverage relationships and negotiate agreements. Superior ability to influence and deliver results through a consultative role Proficient in Microsoft Office and CRM systems (experience with Salesforce and Classy system preferred)
- Excellent written, oral, and communication skills. Ability for presentation delivery, conveying ideas, and instructing effectively
- Superior active listening, observation, analytical, and problem recognition and solving skills
- Knowledge of Charity Livestreaming (Tiltify and Twitch a plus)
- Ability to travel (25% of time)

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.