

Title: Manager, Communications

Reports to: Vice President of Marketing & Communications

Department: Marketing

Location: Norwalk, CT (Hybrid – in-office Tuesdays and Thursdays)

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 raised 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.themmr.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, Communications will be a member of the Marketing team and will report directly to the VP of Marketing & Communications. This staff member will support the broader MMRF communications plan and strategy, including what messages to deliver to what audiences through various assets and channels. The MMRF audiences are primarily patients, caregivers, donors and prospective donors, and researchers. This role also supports the Leadership Team, as appropriate, with delivery of messaging through content and copy, and it will involve substantial writing assignments, including content and scripts, internal messaging docs that inform external presentations, and external media channel-specific writing like social media copy, email copy and a few press releases, if necessary.

Essential Functions:

- Support development and implementation of MMRF messaging framework and key/overarching communications strategies and plan.
- Deliver comms plans for key organizational milestones, including but not limited to launches of new initiatives, publication/presentation of data at major scientific meetings, opening of clinical trial arms and/or sites, new MIF investments and announcements and more.

- Develop blog posts and some press releases for key announcements and coordinate deployment or distribution with digital marketing team.
- Oversee content planning and writing for donor newsletters.
- Develop content outlines and key messages for donor events (live and virtual).
- Develop correspondence from CEO (and other Leadership Team members as needed) to donors, Board, and/or other key stakeholders.
- Serve as Marketing liaison for fundraising appeals.
- Keep MMRF messaging updated/provide to staff with training as needed.
- Ensure that corporate web content is updated as needed with periodic reviews (semi-annual) for both MMRF and MIF properties.
- As needed, support the day-to-day Marketing & Comms Agency relationship; manage projects
- Partner with communications contacts at partner institutions, companies, etc. to amplify announcements.
- Assist with other duties as assigned by the VP of Marketing & Communications.

Qualifications:

- Bachelor's degree in science, communications, or related field preferred.
- 5+ years healthcare communications experience required.
- Exceptional written and oral communication skills.
- Experience developing content for, including but not limited to, websites, social media, press releases, emails, newsletters, etc.
- Ability to convert scientific or medical information into readable, easy-to-understand content.
- 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 and management of external resources (e.g., writers, agencies, etc.).
- Ability to meet deadlines and pivot when necessary.
- Sound judgment and decision-making ability.
- Experience working closely with senior executives and thought leaders.
- Experience working in fundraising preferred.
- Experience in the oncology field preferred.

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.