

Title: Manager, Team for Cures (Fundraising Operations)

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 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, Fundraising Operations - Team for Cures is a key role on the peer-to-peer fundraising team, reporting to the Director, Team for Cures. This position will provide essential fundraising support and leadership for the Team for Cures brand, working closely alongside the Director, Team for Cures and leadership of the Endurance, Walk/Run, and Create Your Own/DIY Fundraising teams.

The Manager, Fundraising Operations - Team for Cures will play a crucial role in positioning the larger Team for Cures team for fundraising success by helping project manage non-revenue generating activities that have an impact on the Team for Cures team's ability to successfully source participation and revenue for the MMRF's mission.

The Manager, Fundraising Operations - Team for Cures will support the team in reaching its engagement, participation, & revenue targets through technical and administrative support: **data reporting and analysis, project management, vendor management** (communicating with vendors; contracts &

invoice processing), **sponsorship benefit management, marketing and digital strategy support, and building presentations** that help strategize and make visible the work of the Team for Cures team. They will also own and drive the **implementation of processes and creation of any needed SOPs** to support team achievement of shared goals.

The ideal candidate is a strong cross-team collaborator who is highly organized, data-driven, solutions-oriented, and demonstrates strong business acumen. They must be a self-starter who enjoys creating and building environments that will positively affect outcomes. A plus if you build visually strong presentations and dashboards to convey information.

Essential Functions:

Data Reporting, Management, and Analysis

- Generate regular reports on fundraising progress and key performance indicators
- Analyze fundraising data to identify trends, opportunities, and areas for improvement
- Inform creation of weekly fundraising report/dashboard; Updates and sends weekly
- Build reports to support overall fundraising as needed
- Responsible for helping build and maintain presentations that visually convey fundraising progress, priorities, and strategies.

Project Management & Operational Support

- Act as project manager overseeing multiple projects at once that contributes to the overall success of Team for Cures (fundraising incentives, event vendors, marketing, timelines)
- Manage office processes and procedures related to fundraising operations, such as budget creation and management
- Help project manage productivity tools and platforms (Asana project management system, SharePoint, etc.)
- Serve as lead contact & project manager for Alliance Management (Pharma & corporate sponsorship) team, ensuring deadlines are communicated, and exchange of deliverables and information is flowing seamlessly between the external partner and internal stakeholders.
- Create slides, decks, templates, and other communication as needed to support fundraising, community engagement, and participant retention.

Vendor Management

- Serve as lead contact & project manager for Team for Cures vendors: ensuring contracts are completed, deadlines are communicated, and exchange of deliverables and information is flowing seamlessly between the external partner and internal stakeholders.
 - Responsible for collaboration both internally and externally with partners and vendors to secure event dates, locations, and insurance riders.

Marketing and Communications

- Alongside Director and Sr. Managers/Managers, support in-house marketing team and partner agencies to ensure the successful launch and implementation of fundraising events.
- Works closely with P2P marketing staff to ensure deadlines and deliverables are met.

Donor Stewardship

- Support the creation of donor communications and updates, as well as timely deployment of stewardship communications

Qualifications:

Required:

- A minimum of 2-4+ years of experience in a peer-to-peer fundraising program, or similar work experience

- Expert in data analysis and reporting
- Strategic planning experience
- Project management and multitasking abilities
- Strong communication and team leadership skills
- Presentation building skills
- Excellent writing skills
- Budget management and contract knowledge
- Excellent customer service and CRM proficiency
- Corporate sponsorship prospecting, recruitment, and cultivation experience
- Fundraising platform (Classy, Donor Drive, etc.), Salesforce, and Concur knowledge
- Travel up to 20% (*includes mandatory in-person quarterly retreats; and ability to select in-person event support for 5-6 in-person events throughout the year*)

Preferred:

- Bachelor's degree in fundraising, non-profit management, or a related field
- Technical proficiency
- Canva, PowerPoint, Excel experience
- Familiar with project management platforms (Asana preferred)
- PowerBI experience
- Project management

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.