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**Title:** Senior Associate, Strategic Partnerships  
**Reports to:** Senior Manager, Strategic Partnerships  
**Department:** Strategic Partnerships  
**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.themmr.org](http://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:

- **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.
- **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.
- **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.
- **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.
- **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 to the Senior Manager of Strategic Partnerships, the Senior Associate of Strategic Partnerships will play a key role in supporting the day-to-day operations of the Strategic Partnership Team, helping develop and manage corporate relationships, and reaching revenue goals. This position is responsible for executing department operations tasks, assisting with partner stewardship, assisting in fundraising needs, and ensuring mission integration. This role requires strong attention to detail, organization, and the ability to collaborate across teams.



## Senior Associate, Strategic Partnerships

### Essential Functions:

- Play a key role in overseeing the day-to-day operations of the corporate partnerships fundraising portfolio to ensure efficiency and alignment across the team
- Assist with grant and sponsorship submissions, including proposal development, reconciliations, reporting, payments, and invoicing.
- Support the execution of corporate sponsorships, including benefit management and communications with partners and all internal stakeholders to ensure seamless execution
- Lead communications with external partners for monthly outcomes reports and upcoming events
- Maintain Salesforce updates for the Strategic Partnership Team by updating corporate partners' accounts and sponsorship/grant requests
- Manage CDAs and contracts with corporate partners
- Contribute to the logistics and execution of MMRF meetings held at national research congresses
- Work closely with the Strategic Partnership Team to build trust-based relationships with corporate partners
- Assist in prospecting and identifying new grant opportunities
- Assist in developing high-quality proposals, presentations, and supporting documents

### Qualifications:

- 2-3 years of project management experience
- Bachelor's Degree, preferably in life sciences or business management
- Attention to detail, ability to develop and maintain processes, and organizational skills are critical
- The ability to craft compelling PowerPoints and proposals with minimal oversight, and comfortable speaking in front of small and large groups
- Ability to establish relationships and strengthen corporate partnerships by building trust and managing stewardship of accounts.
- Experience with database management, and especially Salesforce, is a plus
- Ability to use logic and critical thinking to resolve problems or prevent problems, as well as maintaining flexibility to construct and/or consider alternate solutions
- Ability and enjoyment of both independent and team-based project work

### 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.*