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**Title:** Associate, Peer-to-Peer Fundraising (Endurance)  
**Reports to:** Manager, Peer-to-Peer Fundraising (Endurance)  
**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](http://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:**

The Associate, Peer-to-Peer Fundraising (Endurance) is responsible for helping plan and execute the Marathon/Half Marathon program of events, in addition to providing constituent relationship management and fundraising support. This position provides relationship building and support to team members, families, donors, and all supporters to maximize revenues and cultivate relationships within the events team. The Associate will organize and schedule many aspects of the marathon program, nationally and internationally. In addition, the position aids in participant recruitment, corporate sponsorship, team income goals, and other necessary tasks. As part of the Endurance Events team, this position may also help with tasks related to the MMRF Cycling and Moving Mountains for Multiple Myeloma programs.

### **Essential Functions:**

- Aid Endurance Events team in developing and implementing a plan of operations for assigned events, which includes specific fundraising goals, budget, timeline, logistics, marketing and sponsorship plan for each event.
- Own relationship with key events to maximize revenues, develop long term, positive relationships, and coordinate registration and event logistics regarding the MMRF Team.
- Identify, recruit, and manage individuals/team members to maximize financial and fundraising goals. Strong focus on event logistics and creation, including developing and executing multifaceted and multi-day events. Tasks include, but are not limited to, securing accommodations, coordinating multiple travel schedules, coordinating race-day activities, planning team receptions, and a variety of both small and big-picture details.
- Research and develop new, exclusive, and epic events to grow the program.
- Collaborate and coordinate promotional activities to ensure the success of events and to enhance public awareness of the Foundation and its mission.
- Work with legal department to successfully execute various types of negotiations and contracts for all vendors and create fundraising waivers for all participants.
- Work with the finance department to create purchase orders and process invoices.
- Direct the cultivation and meaningful involvement of team members at all levels in revenue producing activities.
- Professionally and effectively represent the Multiple Myeloma Research Foundation and its mission to the public, team members, and other entities.
- Serve as event lead on assigned events, including physical undertakings such as marathons and cycling events.
- Communicate all aspects of pre-event operations such as outreach, recruitment, team newsletters and coordination of participants.
- Collaborate with Events teams across programs to work together toward common goals, including improving systems, cross cultivation with Walk/Run, DIY and learning about myeloma research and other organization initiatives.
- Oversee administrative duties regarding donation management, training materials, selecting team gear, team/participant information and processes, and event logistics.
- Oversee Endurance Events fundraising platform, including its technical processes and functions. Work directly with key internal departments to ensure effective use of platform.
- Responsible for creating and updating technical materials, including informational materials and guides for participants and internal staff surrounding platform processes, and creating new fundraising campaigns on fundraising platforms.
- Work with Alliance Management department to manage sponsor/partner relationships, including retail, pharmaceutical, local, and otherwise, pertinent to each event specifications and requirements.
- Travel to and attend all events as assigned (approximately 25% of the year, often consecutive events, majority is weekends).
- Other duties as assigned by Manager

**Qualifications:**

- 1-3 years of peer-to-peer fundraising experience required.
- Experience within a similar industry preferred.

- Track record of assisting with/overseeing successful large-scale events and fundraising experiences, Marathons preferred.
- Marketing experience and excellent persuasive skills with strong negotiation capabilities necessary.
- Demonstrate ability to provide leadership, organize fundraising activities effectively, and participate in high-level client support.
- Proven ability to deliver high-touch customer service and work with customer relations management (CRM) database systems (e.g., keep contact logs, conversation notes, and implement follow-up flags).
- Knowledge of Salesforce and Marketing Cloud, as well as P2P platforms including Classy, GivenGain, Haku, etc.
- Experience and ability to present and comfortably speak in public is strongly preferred.
- Strong project management skills, including ability to manage and prioritize projects with multiple and often competing deadlines.
- Superb organization skills with high attention to detail.
- Ability to keep track of event deadlines and communicate with team participants.
- Overall technical proficiency in Microsoft office applications required.
- Ability and willingness to participate in endurance activities, including hiking, standing for long hours, cycling, carrying up to 50 pounds, managing set-up and breakdown of events, high stamina for multi-day events with long hours.
- Ability to work as part of an Endurance Events team and execute large-scale projects individually and as a team.

**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.*