

**Title: Manager, Team for Cures (Walk/Run & CYO)****Reports to:** Senior National Manager, Team for Cures**Department: P2P****Location:** Norwalk, CT**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](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:

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:** Manager, MMRF Team for Cures is a key role on the peer-to-peer fundraising team. The Manager is responsible for deploying peer-to-peer fundraising best practices to drive the successful implementation of the MMRF's peer-to-peer fundraising activities in their assigned region(s), primarily Walk/Run and Create Your Own Fundraising. The Manager ensures financial goals are met through the recruitment, coaching, support, and ongoing stewardship of fundraising participants, key volunteers, and corporate sponsors.

This is a revenue-generating role and the candidate will support a small portfolio of events of all sizes from traditional walks to small/next-generation walk/run events, to large fundraisers hosted by volunteers (such as 3<sup>rd</sup> party golf outings, special events, community walks, etc.). As such, the candidate must be experienced in volunteer engagement and management, donor/fundraiser relationship-building and stewardship. The candidate possess strong project management and event skills, and excels 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. The Manager will be part of a team responsible for reaching and exceeding fundraising goals to support the MMRF's mission.

**Key responsibilities for this role include:**

Conducting personalized outreach to acquire and retain Walk/Run participants and Create Your Own fundraising champions; Cultivating relationships with fundraisers and developing plans for the ongoing stewardship of participants; Providing tailored support to fundraisers; Researching and securing local sponsorships; Managing and personalizing all outreach and communications to engage your participants; Reviewing reports and KPIs to make informed decisions to impact fundraising and ensure successful fundraising outcomes.

**Candidate Profile:** The ideal candidate is a true team-player and collaborator; The candidate is a motivated, accountable, and a seasoned peer-to-peer fundraising professional with at least two seasons overseeing a local walk/run program and volunteer engagement experience. The candidate is a quick-on-their feet relationship builder and fundraiser, who understands the complexities of P2P fundraising well: data, KPIs, volunteer and participant cultivation and development, and a customer-service attitude. The candidate demonstrates strong business acumen, professionalism, and possesses leadership qualities while working on a fast-paced team who are motivated to support fundraisers in their journey—and one another.

The candidate understands there is travel associated with this role, including (3) required all-company retreats, local or assigned Walk/Runs and/or Endurance events, as well as any large fundraising events in the candidate's assigned portfolio that require MMRF representation. Travel estimation: 25%

**Essential Functions:**

The role focuses on managing and expanding the MMRF's Walk/Run and Create Your Own (CYO) fundraising 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
- Help create toolkits and provide necessary resources for fundraisers
- Offer fundraising coaching to help participants meet goals
- Deliver exceptional customer service to all participants.

**Marketing and Communication**

- Ensure effective pre- and post-event communication
- Help share MMRF mission and promote events to local radio stations, community events, tv

**Reporting and Analysis**

- Pull and review reports to identify and engage DIY fundraiser participants
- Regularly evaluate revenue and trends

**Technology and Systems**

- Assist with technology systems to support fundraiser success

**Qualifications:**

- At least 2 years of relevant professional fundraising, sales and relationship/partnership building experience required
- Bachelors degree in communications, event management, fundraising, 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
- Detail-oriented and strong organizational skills. Demonstrated competency when handling diversified assignments
- Ability to work and make judgments independently and take initiative. A self-starter that is extremely resourceful
- Team player that has the ability to interface with all levels of staff and volunteers. Must develop, maintain, and utilize relationships.
- Proficient in Microsoft Office and CRM systems (experience with Salesforce and DonorDrive systems appreciated)
- 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
- 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.*