
Title: Development Officer, (Major & Mid-Tier Giving Pipeline)

Reports to: Principal Gift Officer

Department: Development

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.

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:

We are seeking an energetic, enthusiastic, and highly entrepreneurial Development Officer to join our dynamic team. This role will be absolutely instrumental in identifying and qualifying prospects, organizing the prospective donor pipeline, and helping grow the pipeline into a robust, sustainable source of major and mid-tier gifts.

The ideal candidate must be a proactive self-starter who thrives in a goal-oriented environment and possesses exceptional networking and communication skills. As the engine of our future major gift success, this role will require significant dedication to cold outreach initiatives to drive new lead generation and qualification.

Essential Functions:**I. Prospect Identification & Qualification**

- Lead Generation & Outreach: Proactively initiate and execute cold & warm outreach strategies (including phone calls, personalized emails, and networking) to identify, engage, thank, and qualify new potential donors from our community segments. This will be a significant and highly valued component of the role.
- In-Depth Prospect Research: Work closely with the Development Manager to rigorously review prospective donor lists, conduct deep-dive research to identify philanthropic capacity, affinity, and linkage to our mission, transforming raw data into actionable leads.
- MGO Collaboration: Collaborate seamlessly with existing Major Gift Officers (MGOs) to facilitate smooth and strategic transitions of fully qualified, cultivated prospects into their dedicated portfolios.

II. Portfolio Management & Stewardship

- Donor Portfolio: Manage a highly engaged portfolio of approximately 20 - 50 major and mid-tier donors.
- Engagement Nurturing: Focus on increasing engagement and elevating the giving level of constituents within the portfolio through personalized communication, impact reporting, and mission-focused interactions.

III. Tracking, Reporting, and Administration

- Metric Reporting: Track and report meticulously on lead generation metrics, prospect qualification stages, and portfolio performance, providing valuable, data-driven insights to the team.
- Data Integrity: Ensure all donor interactions, research findings, and cultivation steps are accurately and promptly recorded in the CRM database.

Qualifications:

- Bachelor's Degree required;
- 2-3 years of development experience with at least 1 year of direct solicitation experience, preferably in healthcare/research;
- Must be a self-starter with an entrepreneurial approach to identifying and pursuing new opportunities for growth;
- Excellent verbal & written communication skills; strong organizational skills; detail-oriented and solid interpersonal skills; good presentation skills;
- Previous track record of success in fundraising;
- Sound knowledge of laws, practices and philosophy of charitable giving;
- Demonstrated track record of financial development and/or sales productivity in a complex work environment;
- Familiarity with Salesforce a plus.
- Show an ongoing commitment to the MMRF's core values: Prioritizing Patients, Driving Innovation, Delivering Solutions, Doing it Together, and Building Trust.
- Ability and willingness to travel semi-frequently and participate in evening and weekend activities, estimated at approximately **15%** of the 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,



Development Officer, (Major & Mid-Tier Giving Pipeline)
--

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.