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**Title: Manager/Senior Manager, Community Outreach and Engagement****Reports to:** Senior Director, Community Engagement and Partnerships**Department: Community Outreach and Engagement****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.themmrff.org](http://www.themmrff.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 MMRF is seeking a passionate and mission-driven professional dedicated to improving health outcomes for all patients and community members, with a particular focus on those historically underserved by the healthcare system. This individual will serve as a trusted partner to both internal and external stakeholders, fostering meaningful, high-impact relationships that prioritize patients, strengthen trust and accelerate patient-centered innovation. The ideal candidate brings demonstrated experience in community outreach and engagement within a healthcare setting, along with a proven ability to collaborate strategically with cross-functional teams and external partners. This role requires strong project management capabilities, and a track record of consistent operational execution. The candidate will have direct experience engaging with patients, caregivers, healthcare professionals and community-based organizations. Critical to success in this role is the ability to build trust, gain insight into barriers impacting underserved populations, and identify practical, scalable solutions to improve engagement. This individual will establish, grow, and sustain multi-stakeholder, community-based partnerships in support of the MMRF's mission and commitment to advancing health equity.

**Essential Functions:**

- Partner with the Senior Director of Community Engagement and Partnerships to build and sustain relationships with key stakeholders, including but not limited to academic medical centers, community health centers and community-based organizations.
- Support the identification, development, and dissemination of MMRF educational and communication assets that resonate with targeted communities; collaborate with stakeholders to measure reach and impact.
- In collaboration with the Senior Director, develop and execute a comprehensive engagement strategy to build trust, expand reach, and drive meaningful participation, with a focus on improving outcomes for traditionally underserved communities.
- Develop and maintain authentic, trust-based relationships with patients, caregivers, healthcare professionals, and community partners.
- Support the planning and execution of the annual MMRF Annual Summit.
- Oversee community engagement operations, including budget management, external partner engagement and coordination, and vendor management.
- Identify and establish strategic partnerships with key health equity and community stakeholders to advance MMRF initiatives.
- Develop, implement, and manage innovative community engagement and awareness building programs.
- Serve periodically as a moderator, emcee, or presenter at community events.
- Collaborate with the MMRF's Marketing team to develop patient- and community-facing materials and manage internal and external review and approval processes.
- Evaluate outreach programming through data analysis and landscape assessments; provide actionable recommendations to enhance and optimize MMRF engagement programs and services.
- Oversee the Myeloma Mentors and MMRF Volunteers programs to drive meaningful engagement and support for patients and caregivers.
- Conduct landscape analysis of potential vendors and partners for consideration by MMRF.
- Represent the MMRF at meetings, conferences, and community events.
- Ability and willingness to travel domestically, up to 20%, including occasional weekends.

**Qualifications:**

- Bachelor's degree required in a health- or communications-related field; master's degree preferred
- At least 5 years of experience in project and vendor management required; experience with Asana or Wrike preferred
- Self-starter with a proven ability to develop and implement innovative strategies and interventions
- At least 5 years of experience building and maintaining partnerships with community-based organizations, healthcare facilities, academic institutions, and similar stakeholders
- At least 3 years of experience in community activation
- At least 3 years of experience working directly with patients and caregivers
- Excellent presentation skills, with the ability to engage diverse audiences, including community groups, healthcare professionals, and leadership; ability to serve as a moderator, emcee, or presenter at community events
- Experience managing individuals, including volunteers, interns, students, and employees.
- Excellent written, verbal and interpersonal communication skills



## Manager/Senior Manager, Community Outreach and Engagement

- Proven ability to manage multiple priorities and workstreams simultaneously in a fast-paced environment
- Highly organized with strong attention to detail
- Ability to collaborate effectively in a team-oriented environment
- Demonstrated ability to think strategically while executing with agility and accountability
- Strong project planning and management skills including problem solving and risk mitigation
- High level of emotional intelligence, with the ability to build high levels of trust and foster strong relationships with internal and external stakeholders
- Proven track record of building and sustaining partnerships and coalitions with measurable impact
- Natural connector with the ability to bring people together in a meaningful and productive way
- Proficiency in Microsoft Office Suite

### **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.*