

---

**Title:** Research Project Manager – Immune Initiatives

**Reports to:** SVP of Research

**Department:** Research

**Location:** Norwalk, CT

**Company Overview:** The Multiple Myeloma Research Foundation (MMRF) relentlessly pursues innovative means that accelerate the development of multiple myeloma treatments to extend the lives of patients and lead to a cure. When the MMRF was founded in 1998, patients with multiple myeloma had little hope. There was very little research on the disease. The same drugs had been used for several decades, with no new innovations on the horizon. As a result, patients had a life expectancy of only 3 years. Since then, the MMRF's urgent and revolutionary work with researchers, clinicians, and partners in the biotech and pharmaceutical industries has sparked new hope for patients and dramatically changed the treatment landscape.

**Position Overview:** The Research Project Manager for the Immune Initiatives will be responsible for day-to-day oversight of translational and clinical activities and communications amongst the various MMRF/C units and with MMRF stakeholders in academia and in the industry. This individual will also be involved in data management, analysis and reporting as well as budget and grants oversight for the immune programs.

**Essential Functions:**

- Assist in the oversight of MMRF Immune Initiatives activities
- Manage weekly agenda for teams and prioritize tasks for Immune Initiatives team members to optimize resource utilization.
- Assist in coordinating Immune Initiatives translational and clinical activities
- Oversight of MMRF Immune Initiatives contracts and budgets.
- Management of Immune Initiatives grant programs.
- Assists with Immune Initiatives regular meetings
- Assist in follow-up business development activities related to the Initiatives
- Communicates effectively with MMRF/C stakeholders, academic and industry partners to provide updates on Immune Initiatives activities, relay issues and implements necessary actions in response to those issues.
- Assist in the development of lay and scientific communications on the Initiatives

**Competencies:**

- Exceptional project management skills as well as an ability to contribute creative yet practical solutions to problems.
- Proven scientific track record.
- Highly proficient with IT applications, technology and systems.
- Result-oriented professional with exceptional communication skills.
- Excellent people skills with the ability to partner with a dynamic leadership team specifically with leaders in the areas of operations, clinical and research with a focus always on results.
- Personal qualities of integrity, credibility and commitment to the mission of the MMRF/C.
- Demonstrated exceptional written, verbal, and engaged listening skills.



---

**Qualifications:**

- Ph.D. in Biological Sciences or related field required; immune or immuno-oncology training preferred.
- At least 5 years' experience in research management
- Pharma experience coupled with clinical exposure preferred
- Hemato-oncology research training highly desirable
- Immune translational research experience is a plus.

**Interested applicants please send your cover letter and resume to [hr@themmrf.org](mailto:hr@themmrf.org)**

**Multiple Myeloma Research Foundation (MMRF)**

383 Main Avenue

5<sup>th</sup> Floor

Norwalk, CT 06851

<http://www.themmrf.org/>

<http://www.themmrf.org/EnduranceEvents>

This is a non-profit organization.

The MMRF is an equal opportunity employer. All employment decisions are made without regard to race, color, age, gender, gender identity or expression, sexual orientation, marital status, pregnancy, religion, citizenship, national origin/ancestry, physical/mental disabilities, military status or any other basis prohibited by law. EOE, M/F/D/V