

# Melanoma

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## Research Alliance

**POSITION:** Associate Director, Finance & Business Development  
**REPORTS TO:** President & Chief Operating Officer (COO)  
**LOCATION:** Washington, DC (Hybrid: On-site at least 2x per week required).  
**POSITION TYPE:** Full-time, Exempt

### Join Us: Make Breakthroughs Possible

At the Melanoma Research Alliance (MRA), we believe bold science saves lives. As the world's largest non-profit funder of melanoma research, MRA has fueled more than \$175 million in scientific grants that have accelerated more than 17 FDA-approved treatments, which has transformed the outlook for patients with melanoma and other cancers, and their families worldwide.

Founded in 2007 by Debra and Leon Black, MRA brings together scientists, industry leaders, advocates, and patients to advance prevention, diagnosis, treatment, and survivorship in melanoma, the deadliest form of skin cancer.

Yet our work is far from over. Each year, more than 330,000 people are diagnosed with melanoma globally, and only about half of patients with advanced disease respond to available therapies. The need for bold, innovative research has never been greater.

Every dollar we raise goes directly to research thanks to the generosity of our founders who cover 100% of MRA's operating costs. We move fast, collaborate deeply, and never lose sight of why we do this: to save lives.

Join us in driving the next wave of breakthroughs. [www.curemelanoma.org](http://www.curemelanoma.org)

### About the role

MRA seeks a dynamic and strategic **Associate Director, Finance & Business Development**, to join our team. This cross-functional role supports the financial health of the organization and drives mission-aligned revenue growth through strategic partnerships while also overseeing key aspects of human resources, office operations, and administration.

The ideal candidate will bring financial acumen, operational excellence, and an entrepreneurial spirit. This is a hands-on, collaborative role critical to MRA's day-to-day operations and long-term impact.

The Associate Director, Finance & Business Development provides leadership, mentoring, and oversight to one FTE direct report that is shared with the Director, Scientific Programs.

*This position is based in Washington DC. MRA requires staff to work on-site at a minimum of two days a week.*

## **How You'll Make an Impact via this Role:**

### **Finance & Operations (40%)**

- Lead revenue forecasting, budget development, and financial modeling in partnership with senior leadership.
- Manage monthly financial reconciliation, internal reporting, and quarterly board-level updates in partnership with MRA's Director, Development Operations, and external accounting partner.
- Oversee all incoming and outgoing payments, including:
  - Grant disbursements, vendor and consultant payments, and event-related disbursements (e.g., Leveraged Finance Fights Melanoma, Scientific Retreat)
  - Workflow management using tools like Bill.com
- Partner with MRA Director, Development Operations and MRA's external tax firm to support audits and annual 990 filings.
- Streamline financial operations and compliance documentation across teams.

### **Business Development & Strategic Partnerships (30%)**

- Partner with Development, Communications and Science teams to manage the full sales cycle, including:
  - Prospecting, lead generation, and market research
  - Pitch and proposal development
  - Negotiation and deal closing
  - Contracting, invoicing, and deliverables management for corporate and foundation partners
- Serve as liaison for partnership activation across Science, Communications, and Development.
- Track business development metrics, forecasts, and performance reporting.
- Support strategic planning to expand mission-aligned revenue and innovation opportunities.

### **Human Resources & Talent Support (10%)**

- Manage employee onboarding and offboarding processes, ensuring seamless integration and transitions.
- Maintain key HR files, tools, and onboarding resources in coordination with senior leadership.
- Liaise with external HR support or vendors as needed for benefits, payroll, and compliance.

### **General Administration (20%)**

- Oversee junior Associate level position in office management functions in coordination with the Milken Institute's operations team.
- Manage junior Associate level position in general administration for the DC office, including equipment, supplies, and vendor relationships.
- Coordinate IT needs and troubleshooting with MRA's external IT partner to ensure operational continuity.
- Support organizational calendar planning, internal policies, and administrative workflows.

## **What You'll Need to Succeed:**

- College degree (master's level preferred with an MBA, MS Finance, or MS Enterprise Risk

Management). 6+ years of experience in nonprofit finance, strategic partnerships, and/or operations management.

- Strong knowledge of project management, financial systems, budgeting, and nonprofit accounting best practices.
- Proven experience in partnership development, proposal creation, and cross-team collaboration.
- Familiarity with platforms like QuickBooks, Bill.com, Salesforce, and productivity tools (e.g., Microsoft 365, Teams, Planner, Airtable).
- Operational and staff management experience, including HR, IT coordination, or office oversight, preferred.
- Strong communicator and multitasker who thrives in a mission-driven environment.
- Passion for advancing cancer research, healthcare innovation, and making a difference.

### **What It's Like to Work at MRA**

We offer more than a job — we offer purpose. MRA team members are part of a mission-driven, collaborative culture that values excellence, innovation, curiosity, and integrity. You'll work with renowned leaders across medicine, research, and philanthropy, and gain access to extraordinary learning opportunities.

As part of a highly collaborative, agile team driving a global mission, you'll have the unique opportunity to work cross-functionally across departments — from Science to Development to Communications — building diverse skills, contributing to multiple strategic priorities, and seeing the direct impact of your work on advancing lifesaving research.

### **Compensation & Benefits:**

- MRA is committed to practicing salary transparency. The salary range for this role is \$95,000 to \$115,000. We construct our salaries in such a way that staff can move through the range within their position level. As such, most candidates will start at \$95,000 to \$105,000, with flexibility towards the top of the range for a possible few outstanding candidates based on the above-mentioned specific skill sets and experiences. This position is also eligible for performance-related bonuses.
- Hybrid work model
- Comprehensive medical, dental & vision benefits including an employee assistance program to help with mental health, financial and legal matters for all employees and their eligible dependents.
- A 403b retirement investment plan with a 5% match.
- Life & Disability insurance (Basic, voluntary and AD&D, short-term and long-term).
- Flexible Spending Accounts (health, dependent coverage, transit/commuters FSAs).
- Generous and flexible schedule of paid time off in addition to the paid holidays we observe.
- Paid parental/family leave.
- An investment in everyone's professional development including learning cloud programs, scientific retreats and forums, networking opportunities, lunch and learns, conferences, leadership mentoring with access to top minds in science, research, medicine, and business.

### **The fine print:**

- This position is based in Washington, DC, and requires employees to be on-site at least two days per week. **Fully remote work is not an option for this role.**

*August 2025*

- Candidates must either currently reside in the DC metro area or be willing to relocate before their start date. MRA will provide a relocation package for the right candidate. We kindly ask that only applicants who meet this location requirement apply, as remote candidates will not be considered.
- Some travel is required for this role including partnership meetings, MRA events, site visits, and conferences.
- Successful candidates will be subject to an authorized background check.
- We are interested in qualified candidates who are eligible to work in the United States. Please note, we are not sponsoring visas at this time, being authorized to work in the U.S. is a precondition of employment.

*The statements herein are intended to describe the overall nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.*

### **Ready to apply:**

Please send a cover letter and resume to [employment@curemelanoma.org](mailto:employment@curemelanoma.org) with the following subject line: **Associate Director, Finance & Business Development**

Only short-listed candidates will be contacted.

No phone calls please. All inquiries will be held confidentially.

### **What you can expect if you move forward in the recruitment process:**

- Initial interview with MRA's President & COO (45 minutes).
- If you are selected for the next round, virtual interviews with MRA's Chief Executive Officer; and Director, Development Operations.
- In-person interview with MRA staff.
- Reference check and background check.
- Offer to the selected candidate.

### **Our culture and commitments:**

Every person at MRA is treated with respect, supported with resources and training, and exposed to a broad range of experiences. We foster a space for growth with opportunities to share knowledge and passion with colleagues and the scientific and patient communities we serve. We are committed to building a diverse workforce and creating an inclusive environment where everyone can thrive. Our leadership is actively involved in our commitment to diversity and inclusion and fostering a culture that creates opportunities for everyone.

MRA upholds an equal opportunity employment policy and employs personnel without regard to race, creed, color, ethnicity, national origin, ancestry, religion, sex, sexual orientation, gender identity or expression, marital status, age, physical or mental ability, veteran status, military obligations, genetic information, or any other basis protected by applicable law. This policy applies to all applicants, employees, consultants, and third-party workers.

To request a disability accommodation to participate in the job application or interview process, please contact us at [info@curemelanoma.org](mailto:info@curemelanoma.org).