



Coordinator, Medical Donations Program

Location: New York, NY (**temporarily remote*)

We believe in a world in which every human life is valued, and health and human dignity are shared by all.

We believe that access to quality healthcare is a basic human right. For more than 100 years, we have worked with global partners to deliver locally sustainable, quality healthcare solutions to women, children, and their communities. We're ready to make it 100 more.

We believe change starts with her.

We work tirelessly for women's and children's health because they are disproportionately affected by illness and poverty. We know that healthy, educated, and empowered women are better able to raise healthy, educated, and confident children, and that communities depend on their livelihoods.

We believe in people.

We strive to live out our core values of **collaboration**, **love**, **excellence** and **respect** every day. We provide our employees with a competitive salary and a meaningful benefits package, with opportunities to learn and grow. We especially encourage all persons of diverse backgrounds to apply.

Overview

The Medical Donations Program team is responsible for generating, sustaining, and growing Gift-in-Kind (GIK) product donations; developing strategic partnerships with pharmaceutical and medical supply donors to raise resources to strengthen access to quality medications and healthcare systems in the developing world; and for supply chain management and distribution of high-quality medical donations through trusted partners in the developing world.

Reporting to the Vice President, Medical Donations Program, the Coordinator plays a critical role in supporting successful program administration, operations, and compliance. Coordinator will engage with internal and external partners to ensure timely, high-quality communications, reporting and collateral production. Coordinator will work extensively with our Warehouse Management System and excel reporting, including data entry, generating reports, managing, and formatting excel documents, as well as supporting research, correspondence, and presentation formatting.

Key Responsibilities

Program Support

- Serve as contact for approved product donation recipients to maintain communications, ensure compliance, and develop resources to build their capacity and adherence to best practices.
- Maintain Warehouse Management System data entry and updates.
- Conduct corporate research and support prospect and donor engagement.
- Produce reports, presentations, and correspondence as requested to support MDP donor relations and program communications.
- Support collection of end-use feedback from consignees.
- Interact with outside organizations, to include consignee partners, donors, agencies, etc.
- Continually find ways to improve service and relationships with CMMB consignees and donors.



Administrative

- Work with Vice President, MDP to ensure accurate digital records for the program are reflected across organizational systems.
- Maintain and regularly update Medical Donations Program records and files.
- Generate and manage excel reports, including export, import, formatting, and data review.
- Support and track receipts, reimbursements, and acknowledgements.
- Support partnership research and due diligence.
- Process and track invoices for approval/payment.
- Generate excel exports and reporting as requested by MDP VP.
- Maintain records in CMMB systems (WMS and CRM).
- Provide general administration and operations support for the Medical Donations Program.

Note: These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related duties as necessary.

Qualifications & Requirements

- High school diploma with 7+ years of relevant experience or bachelor's degree
- Work experience in an administrative support role, preferably with non-profit or pharmaceutical organizations
- Highly organized with ability to prioritize key tasks within a fast-paced work environment
- Demonstrated attention to details, timelines, and compliance
- Strong interpersonal skills, team-orientation, and collaboration abilities
- Ability to communicate effectively, both orally and in writing
- Proficiency with Microsoft Office Suite (Outlook, Word, Excel, Access, and PowerPoint)
- Commitment to and drive for continuous process improvement
- Commitment to the CMMB Vision and Mission
- Language skills in French or Spanish, a plus
- Microsoft office suite of computer skills. Strong proficiency in Excel and PowerPoint. Experience with web-based learning platforms, a plus
- Must be comfortable working for a faith-based organization.
- Must be vaccinated against COVID-19.
- Must be authorized to work in the United States.
- Demonstrate CMMB's core values in action

How to apply

Visit our [careers page](#) for more information and contact **ExecuSearch** to apply:
Kristen Baldauf, KBaldauf@execu-search.com