

Senior Specialist, GIK Partnerships and Compliance

Location: New York, NY

Position Title:	Senior Specialist, GIK Partnership and Compliance				
Department:	Medical Donation Program				
Reports To:	Vice President, Medical Donations Program				
Direct Reports:	N/A				
Location:	Remote				
Job Grade:					
Funding Source:	Unrestricted	Full or Part-time:	Full-Time	Exempt or Non-exempt:	Exempt

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're making an impact – [learn more](#).

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. *Read more from our President & CEO below.*

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 Senior Specialist plays a critical role in successful partnering with CMMB's consignee base of GIK donation recipients, including screening and relationship management, resource capacity building, ensuring compliance, and awareness raising for the program. The Specialist will conduct the application vetting and on-boarding processes, as well as support for our GIK recipients (GIK donees). The Senior Specialist is responsible for donee compliance including report collection; Office of Foreign Assets Control (OFAC) screening and annual certification, and delivery receipt collection, as well as data collection and advancing MDP measurement and evaluation (M&E) initiatives. This role leads coordination with GIK donees—information gathering to understand partner programs, supply chain/logistics capabilities, and needs in order for the Medical Donations Program to support the provision of humanitarian aid and emergency response, when applicable. This role will create resources and forums for capacity building and support of these partners. The Senior Specialist will work in very close coordination with Medical Donations Program team, and

will coordinate with the Marketing and Communications team to raise awareness of our donation distribution and partnerships. Some travel may be required.

Responsibilities

- Conduct screening of applicants to the Medical Donations Program, including new prospects as well as renewal of existing donees to ensure proper documentation of their qualification and eligibility to receive CMMB GIK donations.
- Implement innovative approaches to identify and secure new consignee partners.
- Regularly update and improve consignee application and reporting materials and process to ensure efficiency and CMMB compliance with all regulatory requirements. Data entry to ensure donee information is recorded timely and accurately in the Warehouse Management System (HighJump Edge).
- Collect donation distribution and compliance reporting from all partners. Create/format custom distribution report collection tool (Excel) for each donation shipment.
- Ensure compliance with federal, and international regulatory requirements by keeping up to date with existing and emerging legislation; advise management on needed actions for adherence to requirements.
- Update Medication Donations Program Standard Operating Procedures (SOPs) annually.
- Work closely with the Vice President, MDP and Compliance Director to capture and disseminate applicable policies, guidelines, tools and templates as needed to ensure optimal implementation of CMMB donee compliance requirements.
- Coordinate donee data collection, management, and analysis. Maintain GIK donee records in CMMB's Warehouse Management System. Create reporting based on donee data for as requested.
- Coordinate donee onboarding and deliver training and technical assistance to support supply chain management, and compliance with all relevant policies, procedures, protocols; Communicate and support best practices in donation distribution and supply chain management.
- Lead coordination with and training of local MDP staff in CMMB Country Offices.
- Facilitate collection of narrative stories detailing donee and beneficiary stories reflecting impact of donations for individual patients and communities, as well as healthcare providers/facilities. Work closely with CMMB Communications team to highlight MDP stories in organization communications.
- Prepare and contribute to MDP reports. Contribute to MDP site visits.
- Professionally engage external partners and prospects by phone, online, in correspondence, and in person.
- Create and support MDP presentations. Represent the organization at external meetings, conferences and networking events. Create and support MDP communications and reporting, including research, writing and editing. Contribute to fundraising campaigns and grant writing related to the Medical Donations Program.
- Work collaboratively with internal teams and colleagues in the US office and international offices.
- Provide administrative support to the Vice President, Medical Donations Program.
- Other relevant duties as assigned.

Qualifications

- At least five years of experience in international development, supply chain management, partner or vendor management, or compliance. Experience with monitoring and evaluation, a plus.
- The ability to gain the trust of others, and a heartfelt respect for ethics and fiscal stewardship.
- Excellent organization skills and attention to detail. Proven ability to track and manage large volumes of data and multiple projects at once.

- Proficiency in Microsoft office suite of computer skills (Word, Powerpoint, etc.).
- Strong Excel skills (Pivot tables, vlookups, etc.)
- Experience with web-based learning platforms, a plus. Ability to learn new computer skills.
- A commitment to building a positive organizational culture with transparency, honest feedback, perseverance, and a sense of humor.
- Strong interpersonal skills and professionalism.
- Comfortable learning new software systems or a working knowledge of databases or Warehouse Management Systems, experience with HighJump Edge.
- A creative thinker with superior written and verbal communication skills and attention to detail.
- Experience in training development and delivery. Previous experience providing training in a multicultural setting, a plus.
- Language skills in French or Spanish, a plus.
- Passion for CMMB's mission, vision and core values: collaboration love, excellence and respect.
- Bachelor's degree required.
- Ability to contribute to grant writing collaboratively in cross departmental environment.
- Comfortable working for a faith-based organization.

CMMB is committed to fair and equitable compensation practices.

The pay range for this role for candidates in New York is \$80,000 - \$90,000. Actual compensation packages are based on several factors that are unique to each candidate, including but not limited to skill set, depth of experience, certifications, and specific work location. This range may be different in other locations.

EEO Statement:

At CMMB, we embrace diversity and demonstrate compassion towards all people—it is one of our core values. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. CMMB is proud to be an equal opportunity employer and complies with all applicable federal, state, and local fair employment practices laws. CMMB strictly prohibits and does not tolerate discrimination against employees, applicants, or any other covered persons because of race, creed or religion, color, national origin, disability, predisposing genetic characteristics, marital status, sex, gender, gender identity, gender expression, pregnancy, age, sexual orientation, military or veteran status, citizenship, status as a victim of domestic violence, or any other protected classification under applicable federal, state, or local laws. This statement applies to all terms and conditions of employment. CMMB is committed to fostering an inclusive and accessible experience for all job seekers-- If reasonable accommodation is needed, you may contact us at humanresources@cmmb.org.

How to apply

Visit our [careers page](#) for more information. Please click [here](#) to apply.