



Project Manager, Access to Medicines Program

Location: Hybrid/NYC based

Overview

The Project Manager, AMP for the Access to Medicines Program will serve as the key strategic partner and second-in-command to the Vice President, overseeing the successful execution of key initiatives and operations within the department. The role will support the VP in managing global projects, aligning departmental goals, and ensuring seamless coordination across CMMB's six country offices. This individual will be responsible for driving the department's strategy, improving operational efficiency, and ensuring that CMMB's \$400M worth of medicines reaches the communities in need of humanitarian and disaster response assistance. This position will require a strong leader with exceptional project management skills, the ability to influence across teams, and a passion for improving access to healthcare globally.

Key Responsibilities

- **Strategic Leadership Support:** Act as the VP's key partner in shaping and executing the strategic direction of the Medical Donations Program. Ensure alignment between departmental goals and CMMB's broader organizational objectives.
- **Project Management:** Lead and manage cross-functional, global projects aimed at increasing the efficiency and impact of the Medical Donations Program. This includes overseeing the integration of operational workflows, managing timelines, and ensuring the successful implementation of key initiatives.
- **Operational Oversight:** Coordinate and track key departmental projects across CMMB's six country offices, ensuring effective resource allocation and execution of program goals. Work closely with the VP to prioritize initiatives and optimize program delivery across regions.
- **Cross-functional Collaboration:** Facilitate communication and collaboration across the Access to Medicines Program, with other CMMB departments, and with international offices. Ensure that all teams are aligned on shared goals and deadlines.
- **Stakeholder Management:** Manage internal and external stakeholders, including coordinating with pharmaceutical donors, corporate partners, government agencies, and internal leadership to ensure smooth operations and positive outcomes.
- **Data-Driven Decision Making:** Use data and analytics to inform decision-making, track program performance, and identify areas for continuous improvement in operations, donor relationships, and strategic initiatives.
- **Resource Planning & Allocation:** Support the VP in resource planning, including budgeting, staffing, and procurement to meet departmental goals. Oversee the proper management of the department's financial and human resources.
- **Leadership & Staff Development:** Act as a mentor and support staff development within the Medical Donations Program. Provide leadership, coaching, and guidance to team members to ensure a high-performing, collaborative environment.



- **Crisis Management & Problem Solving:** Provide leadership in high-pressure situations, particularly during humanitarian emergencies or disaster response efforts. Address challenges with innovative solutions, ensuring that operations remain effective under pressure.
- **Program Innovation & Continuous Improvement:** Lead efforts to streamline and improve program processes, implementing innovative solutions to enhance efficiency, scalability, and impact.
- **Representation:** Represent the VP and Medical Donations Program at internal and external meetings, conferences, and events. Assist in preparing presentations, proposals, and reports for donors, partners, and stakeholders.
- **Special Projects:** Take on special projects assigned by the VP, ensuring their successful completion within scope, budget, and timeline.
- *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 required.

Qualifications and Requirements

- At least 7–10 years of experience in project management, operations, or leadership roles, preferably within an international nonprofit, healthcare, or pharmaceutical setting.
- Proven experience in managing complex, cross-functional projects in a fast-paced, global environment.
- Strong leadership, interpersonal, and communication skills, with the ability to influence across teams and engage stakeholders at all levels of the organization.
- Experience working in or with international NGOs, particularly with cross-border operations and large-scale programs.
- Strong problem-solving skills and the ability to think critically and strategically.
- Excellent organizational and time management skills, with the ability to prioritize and manage multiple tasks simultaneously.
- Ability to work effectively with diverse teams across different countries and cultural settings.
- High proficiency in project management tools and software; experience with CRM systems (such as Blackbaud Raisers Edge) is a plus.
- Bachelor's degree required; master's degree preferred in a relevant field such as International Relations, Public Health, Supply Chain Management, or Business Administration.
- Must be authorized to work in the United States.
- Passion for CMMB's mission, vision, and core values: collaboration, love, excellence, accountability, and respect.
- Comfortable working in a faith-based environment.

How to apply

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

CMMB is committed to fair and equitable compensation practices.

The pay for this role starts at \$120,000. 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 may be different in other locations due to differences in the cost of labor.

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 pcc@cmmmb.org.