



Specialist, Pharmaceutical Engagement

Location: Primarily Remote

Overview

The Pharmaceutical Engagement Specialist will be responsible for overseeing the procurement of donated and purchased products, coordinating with pharmaceutical donors, managing the medical donations program data, maintaining donor relationships, and informing program delivery with research and analysis of industry and donor trends. This role focuses on the maintenance of offers, product inventory, ensuring compliance, and supporting the overall operations of the Medical Donations Program.

Key Responsibilities

- Manage the full cycle of pharmaceutical donations and purchasing, including product identification, screening and selection, support for inventory management, distribution and compliance with applicable regulations and donor agreements.
- Coordinate with pharmaceutical manufacturing partners and vendors for donations and purchasing activities.
- Support donor expansion efforts including outreach, research, analysis, presentation preparation and delivery. Support donor onboarding, stewardship, communications and reporting.
- Review pharmaceutical product lists to determine appropriateness for inclusion in the Medical Donations Program inventory.
- Track donor product offers, requests, and compliance ensuring all products are properly managed and distributed.
- Maintain donor data in CMMB databases (HighJump Edge and Raiser's Edge) to generate reports, conduct analysis, track trends, and create projections.
- Contribute to the creation and execution of annual plans for program improvements, focusing on efficiency and innovation.
- Assist with creating reports, communications, and proposals to support the Access to Medicines Program.
- Work collaboratively with internal teams to streamline procurement, inventory management and compliance processes and to ensure up to date documentation.
- Provide administrative support to the Vice President of the Access to Medicines Program as needed.
- Manage and maintain long-term relationships with pharmaceutical donors and vendors to ensure ongoing support for the program.
- Ensure proper data entry, tracking, and reporting for all incoming and outgoing donations and purchases.
- *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 2-3 years of experience in the pharmaceutical or healthcare industry (preferred) or experience in nonprofit corporate relations.
- Experience with procurement, data management, and donation processes.



- Strong organizational skills with a keen attention to detail. Experience working with highly regulated product a plus.
- Ability to track and manage multiple projects simultaneously.
- Proficient in data management and analysis, with experience using CRM systems (Blackbaud Raisers Edge preferred).
- Proficient in data management and analysis, with experience using excel and data visualization systems (Tableau, PowerBI, LogAlto, etc).
- Strong communication skills, both written and verbal.
- Knowledge of pharmaceutical regulations and donation compliance standards.
- Passion for CMMB's mission and values.
- 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 \$67,500. 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.