



Specialist, Data & Reporting (Access to Medicines)

Location: Primarily Remote with 20% Travel

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 - [learn more](#).

We believe in people. We strive to live out our core values of **collaboration, love, excellence, accountability, 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 people of diverse backgrounds to apply.

Overview

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

Reporting to the Vice President, Access to Medicines Program, The Specialist plays a critical role in data collection, impact measurement, partner reporting, and capacity-building activities. The role works closely with internal and external partners to ensure high-quality data collection, analysis, and reporting that supports program strategy and operations, impact measurement, partner engagement (donors as well as recipient organizations), and continuous improvement.

Key Responsibilities and Accountabilities

Data Collection, Reporting, & Impact Measurement

- Support the collection, review, validation, and analysis of donee data related to offers, applications, shipments, distribution reports, and partner performance.
- Maintain dashboards, reports, and performance summaries, and KPI tracking aligned with established AMP and organizational frameworks to inform program strategy, donor reporting, and leadership decision-making.
- Monitor data quality and ensure timely and accurate data entry in the Warehouse Management System (HighJump Edge).
- Coordinate with Monitoring & Evaluation colleagues to contribute to program evaluation, learning, and continuous improvement.

Partner Engagement & Capacity Support

- Support AMP impact by engaging donee partners to collect qualitative and quantitative information, including stories, program needs, and operational challenges.



- Identify trends, risks, and opportunities across partner data to inform program improvements and capacity-building priorities.
- Coordinate and deliver training for AMP staff and partners on reporting requirements, compliance, and best practices.
- Support ongoing improvements to partner communications and data collection processes to enhance efficiency and regulatory compliance.

Research, Communications & Program Support

- Conduct research to support AMP initiatives, donor reporting, and internal planning.
- Contribute to AMP reports, presentations, and donor-facing materials, including drafting, editing, and data visualization support.
- Collaborate with the Communications & Marketing team to support storytelling and program and partner visibility.
- Create and support AMP presentations and communications for internal and external audiences.

Collaboration & Organizational Support

- Work collaboratively with internal teams across US and international offices.
- Support fundraising efforts and grant-writing activities related to the Access to Medicines Program.
- Represent AMP in external meetings, conferences, and networking events, as requested and in coordination with AMP leadership.
- Provide coordination and operational support to the Vice President, Access to Medicines Program, as needed.

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

- Three to 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. Master's degree preferred.
- Ability to contribute to grant writing collaboratively in cross departmental environment.
- Comfortable working for a faith-based organization.

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 \$62,000. 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.*