

Senior Manager Position New Orleans Medical Mission Services

The ideal candidate will bring a college degree and experience needed to perform the following:

1. Fundraise

Goal: Raise a minimum in the first year to cover salary from new sources. Fundraising success is determined by amounts received in cash by New Orleans Medical Mission Services (“NOMMS”) during the year (versus pledged but uncollected), from new sources (not existing donors, except on a case-by-case basis approved by the Board).

- a) Identify new sources of funding (individual and corporate donors, grant opportunities, foundations, and sponsors)
- b) Cultivate donor relationships; build and maintain relationships with individual donors, corporate sponsors, foundations, and other potential NOMMS contributors
- c) Research and identify grant opportunities; responsible for all grant writing and follow-up
- d) Actively participate in all fundraising activities including the annual gala and golf tournaments

2. Management

- a) Develop procedure manuals for positions at the warehouse
- b) Develop proficiency in NOMMS’ computer system, software used by NOMMS staff, and database
- c) Create and implement process improvements
- d) Communicate with Board Members as needed
- e) Attend and participate in Board meetings
- f) Develop, implement and maintain strategic and operating plans and budgets in coordination with NOMMS financial leadership and others as applicable.
- g) Compose and distribute the NOMMS newsletter periodically

3. Logistics

- a) Pick up or arrange pick up of medical and other supplies and donations
- b) Create shipping manifests and manage other export-related documentation
- c) Plan, coordinate, and manage the shipping of equipment and supplies ahead of mission trips and for general donations outside of the United States, including creating shipping manifests, and other required export documentation
- d) Manage volunteers

- e) Maintain the warehouse in good working order and organization
- f) While the position is hybrid, you will be expected regularly to attend the warehouse on Wednesdays and Saturdays 9am – 1pm when volunteers routinely arrive

4. Mission Trips

- a) Attend at least 1 mission at NOMMS' expense during 2025 or 2026
- b) Be willing to undertake scouting trips to Latin America related to potential mission destinations (at NOMMS' expense)

5. General: Maintain the following:

- a) *Strong leadership skills:* Demonstrate the ability to inspire and motivate a diverse team of volunteers, build consensus among stakeholders including donors, volunteers, and the Board of Directors
- b) *Strategic vision:* Develop and provide a clear vision for NOMMS' growth
- c) *Creativity:* Adapt to unusual challenges with creativity (e.g., storm damage, international shipping problems, etc.)
- d) *Understanding of Latin America:* Maintain a general familiarity with the political, social, and economic landscape of Latin America, especially as it relates to healthcare access in the countries in which NOMMS operate.

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