

Director of Kit Programs

Position Overview: Project C.U.R.E.'s Kit Programs are designed to make medical relief accessible on a personal, individualized scale. The Director of Kit Programs leads, grows, directs, and manages all aspects of the Kits for Kids, C.U.R.E. Kits, MSD for Mamas and other Kit Programs.

- **Kits for Kids** are backpacks that contain the over-the-counter personal hygiene and basic "medicine cabinet" items that are needed by kids in the developing world. People in the U.S. purchase the contents of the Kits at their local drugstore, fill the backpacks and return them to Project C.U.R.E. for delivery around the world.
- **C.U.R.E. Kits** are designed to provide the items that travelling doctors and nurses can check on as luggage. Each CURE Kit weighs just under 50 pounds to be checked as luggage. Each C.U.R.E. Kit contains approximately \$2,000 of medical supplies. C.U.R.E. Kits are provided to traveling medical professionals for a suggested donation of \$200.
- **MSD for Mama Kits** is a specialized partnership with Merck Pharmaceuticals. The Merck employees obtain post-natal items for mothers in Africa, pack them into small bags and Project C.U.R.E. delivers them to partner hospitals and clinics.

Responsibilities:

- Develop and grow all aspects of the Project C.U.R.E. Kits programs, including the marketing, engagement, recruitment, management and revenue for each program across all C.U.R.E. Communities.
- Recruit, train and manage the volunteers in each C.U.R.E. Community to assist in the collection and distribution of Kits for Kids, the preparation and delivery of C.U.R.E. Kits and the development of partner programs such as the MSD for Mamas Kits and others.
- Maintain sufficient physical inventory levels of each of the Kits programs to meet the demand for shipping and delivery of Kits to recipient partners.
- Develop a well-known brand for the Kits Programs through marketing, advertising and social media tools, public speaking and other methods, working together with Project C.U.R.E.'s Director of Marketing and Communication, Operations Directors and Executive Directors.
- Manage the collection, processing and distribution of all Kits across the C.U.R.E. Communities working with Project C.U.R.E.'s operations and logistics teams.
- Create and manage relationships with corporations, churches and non-profit organizations to gain partner participation in Kit Programs.
- Develop gift-in-kind donor relationships with medical providers, manufacturers and wholesale distributors for items needed to fill the Kits across all C.U.R.E. Communities.
- Review and improve the quality of current programs, and design new Kit offerings that will advance the mission of Project C.U.R.E.

Qualifications: The Director of Kit Programs must demonstrate alignment with Project C.U.R.E.'s mission and core values and possess the internal motivation and passion to address the healthcare inequalities in the developing world in a sustainable manner. The ideal candidate for the position demonstrates the following qualities:

- **Is qualified:** Holds a bachelor's degree and has at least three to five years of project management experience together with fundraising and/or sales.
- **Understands the task:** Has a working knowledge of volunteer management, program management and the role that specialized programs play in a non-profit organization.
- **Is capable:** Must be highly organized and have the ability to multi-task in a fast-paced work environment across multiple location, a high degree of professionalism and integrity, as well as the ability to pay attention to detail.
- **Is self-motivated:** Is driven by internal goals and desires and does not depend on a supervisor or other outside source to achieve goals, accomplish tasks or move the organization forward.
- **Is "bottom line" oriented:** Can secure in-kind donations, negotiate discounts and benefits with vendors and venues, and produce financially successful events.
- **Is a good person:** Is a recognized leader that accepts feedback and continually looks for ways to develop themselves, and who maintains the highest ethical standards and values in order to represent Project C.U.R.E. well.
- **Works well with others:** The successful candidate embraces Project C.U.R.E.'s Volunteer model and possesses excellent relationship management and interpersonal skills; the ability to work effectively with donors, volunteers, staff, and interns; displays mature judgment, a positive attitude and superior diplomatic skills.
- **Is an effective communicator:** Listens well. Demonstrates effective communication skills including the areas of writing, interpersonal communication and public speaking.
- **Is a problem solver:** Identifies, diagnoses, and quickly resolves complex problems to improve results; is continuously pursuing innovation and process improvements to increase efficiencies and competitive advantage.
- **Is goal-oriented:** Manages to Key Performance Indicators (KPI's) and Objectives/Key Results (OKRs), including setting revenue and expense goals/objectives for each event, monitoring performance and reporting results; is a "self-starter" who is internally motivated and does not require significant supervision.
- **Develops other people:** Recruits, inspires and leads volunteers, mentees, and interns to achieve goals within the context of building a performance culture. Is accessible to volunteers and associates at all levels, interacting consistently, openly, and honestly to assure everyone is treated with dignity and respect.
- **Is motivated:** Has an obvious passion and enthusiasm for saving lives and strengthening health care systems in the developing world with an attitude of never giving up or accepting "no" for an answer.
- **Uses Technology:** Is familiar with such Information Technology, CRM, Sharepoint, and other solutions and programs such as Excel, Microsoft Office/Teams and others.

Reports To: The Director of Kits is an International Headquarters (Denver) based position. The Director reports to the Vice President of Philanthropy or in their absence, the President/CEO.

Compensation and Benefits: This position offers competitive compensation commensurate with experience, including health insurance, paid vacation, holidays, and a 403(b) plan. The salary range for this position is between \$55,000 and \$70,000 depending on the candidates qualifications.



About Us: Healthcare in many developing countries is a global crisis. The severe lack of healthcare disrupts social and economic stability in almost every developing nation. Disease causes nine-out-of-ten preventable deaths in developing nations among children and adults. Millions of children under the age of five die each year from preventable disease, and more than 70% of these deaths occur from pneumonia, diarrhea, measles, malaria and malnutrition.

Founded in 1987, Project C.U.R.E. (www.projectcure.org) has grown to be the largest organization in the world delivering nearly 150+ forty-foot ocean freight cargo containers of donated medical supplies and equipment annually. Each project begins with an onsite Needs Assessment to ensure that Project C.U.R.E. delivers the right items to the right people. Project C.U.R.E. has delivered medical relief in 130+ countries. In addition, Project C.U.R.E. conducts C.U.R.E. Clinics, Helping Babies Breathe trainings, and bio-technical trainings to hospitals and health care clinics in 40 developing nations.

On average, the value of a Project C.U.R.E. Cargo container is worth approximately \$400,000 (wholesale), providing an amazing 20-to-1 "return on investment." Project C.U.R.E. operates Distribution Centers in Denver, Phoenix, Houston, Nashville, Philadelphia and Chicago where 30,000+ volunteers sort more than 26,000 types of non-perishable medical supplies and certify medical equipment for shipment abroad. Project C.U.R.E. also operates 12 Collection Centers from Ithaca to Sarasota and Portland. Project C.U.R.E. receives both new and quality used medical items from hundreds of hospitals throughout the United States and medical manufacturers, such as Stryker, Medline, Medtronic, Kimberly-Clark, Steris, and Hill-Rom.

Project C.U.R.E. operates on 2.5% administrative overhead and has earned numerous awards for being the industry leader in international medical donations. Project C.U.R.E. is recognized as a four-star organization by Guidestar, ranked a Platinum Participant by Charity Navigator and was ranked by *Forbes* magazine as one of the 20 most cost effective nonprofits in the United States.

Mission: The mission of Project C.U.R.E. is to identify, solicit, collect, sort and distribute medical supplies and services according to the imperative needs of the world.

Core Values:

- **Credibility and Integrity** ~ We will be honest. We won't make promises we can't keep, and we will keep the promises that we've made.
- **Partnership** ~ We seek to assist other individuals and organizations that share our common vision.
- **Creativity and Ingenuity** ~ We will endeavor to pioneer new ways of meeting the needs of others, being stewards of our resources and solving problems—from the small inconveniences to the major obstacles.
- **Stewardship** ~ Despite the fact that most of our assets are donations, we will remember the source and value of these and treat each as a gift.
- **Excellence in Service** ~ We will do our best work in meeting the needs of one another, our donors, our partners, and the sick and dying around the world.
- **Information and Competence** ~ We will become experts in our area of service. We will gain an increasing body of knowledge and expertise to be used, together with these other objectives, to



see our vision become reality.

- **Attitude** ~ We will respect and honor others in the way that we treat them. We will strive to remain pleasant, positive and optimistic in all circumstances.

To Apply:

Applicants should submit a resume and cover letter via email to:

Julie Topka
Executive Administrator to the President/CEO
10377 East Geddes Avenue, Suite 200
Centennial, CO 80112
julietopka@projectcure.org