



#GetUsPPE

COVID-19 Rapid Response
www.getusPPE.org

Executive Director (ED)

Organization | GetUsPPE

Reports To | Board of Directors

Location | Remote

Add'l Focus | Head of Volunteers

Job Overview: GetUsPPE seeks an inspiring, energetic, and innovative leader to serve as its inaugural Executive Director (ED). GetUsPPE is a new non-profit dedicated to getting donated personal protective equipment (PPE) to healthcare workers in need across the country.

About Us: GetUsPPE is a national non-profit dedicated to providing donated PPE to frontline healthcare workers. We were founded by a group of physicians in March 2020, and quickly merged with an amalgam of other grassroots groups (including software developers, regional distribution affiliates, makers, and medical students). We have developed the country's largest database of healthcare demand for donated PPE. We enable donations of manufactured or made PPE, as well as of money to enable purchase. Our technological solutions include a linear-programming-based matching algorithm, a website that allows for gathering of needs data and supplies available, a fairness framework to ensure equitable distribution of PPE, and a just-in-time allocation system that allows for existing supply to fill high demands throughout the country. Delivery of donations occurs through a distributed grassroots network as well as through partnerships with corporate entities. We partner with 47 regional affiliates and 26 other organizations, including ProjectN95, a non-profit organization that provides reliable and transparent purchasing of PPE for healthcare organizations, and Nation of Makers, a non-profit dedicated to supporting maker spaces and makers across the country. GetUsPPE is also a founding member of the C19 Coalition. We currently have 3 full-time (a project manager, a Technology Director, and a programmer) and 2 part-time (a finance coordinator and an Operations Director) employees.

About the Role: The Executive Director will be an entrepreneurial, inclusive leader who will work alongside the Board of Directors to shape and advance the organization's vision, build the systems required to carry it out, and lead development activities. The ED will bring a motivating voice to the employees and volunteers that sustain our mission. This is a full-time position.

Candidate qualities include:

- Demonstrated experience in healthcare or public health non-profit management
- Expertise in bringing diverse stakeholders together around a common goal
- Exceptional strategic, fundraising, and partnership skills
- Outstanding listening and communication skills
- Expertise in maintaining a largely volunteer workforce



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- Established commitment to diversity, equity, and inclusion and creating welcoming environments for all voices
- Ability to cultivate partnerships with a wide variety of organizations, including academic, non-profit, and corporate institutions
- An innovative, entrepreneurial spirit
- Interested in the opportunity to strategically expand our national impact on continued PPE shortages

Key Responsibilities:

- **Strategic Leadership.** Work with the Board of Directors and other advisors to create and execute GetUsPPE's strategic plans; use a data-driven approach to continuously assess organization's performance; optimize efficiency in procurement and allocation of PPE; identify and maintain relationships with strategic partners and stakeholders; and identify and pursue opportunities to promote GetUsPPE's goals nationally.
- **Organizational Culture.** Work with the Board of Directors, advisors, and team leads to maintain an inclusive, equitable, and just organizational culture.
- **Resource Development.** Work to identify and secure a diverse revenue stream, including foundation grants and funding partnerships; lead major donor cultivation and stewardship; collaborate with the Board of Directors to establish corporate funding partnerships; and support the sourcing and writing of grants.
- **Organization Leadership and Management.** Lead the operation of the organization; ensure compliance with laws and standards of ethical behavior and adherence to GetUsPPE's values in all aspects of our work; collaborate with the Board, Project Managers, and team leads on organization policies; facilitate interaction between Board, paid staff, and volunteers; facilitate Board governance responsibilities, including actively participating in board meetings; lead decisions about new employment and volunteer leadership opportunities.
- **Public and Community Relations.** Advocate on behalf of the organization with national partners and potential funders; guide GetUsPPE's external communication efforts in collaboration with Marketing Leads; identify opportunities for media exposure and develop and maintain relationships with diverse stakeholders.
- **Administration and Financial Management.** Lead all aspects of financial and human resource management, including monitoring budget and financial systems; establish policies and procedures; supervise production of proposals, reports, and other external communications; oversee day-to-day organization operations; and supervise accounting and financial management activities to ensure accurate record-keeping and internal financial controls.



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- **Technological Management.** Oversee our technology project managers to develop and monitor PPE fulfillment systems; establish efficiency and equity metrics for PPE allocation, reports, and other external communications; oversee day-to-day organization operations with project managers; and supervise sustainable solutions to allocation technologies for broadly applicable Just In Time allocation solutions.

Qualifications:

In addition to a strong commitment to the mission of GetUsPPE, the Executive Director will be energized by the notion of building an organization from the ground up, seek highest impact, possess exceptional problem-solving skills and seek ambitious goals for the group. S/he will also have a deep commitment to equity and inclusion.

- Bachelor's degree required, with at least ten years of related work experience; Masters of Science, MPH, or MBA preferred
- A belief in the power of technology and research to effect change.
- Demonstrated strategic leadership experience, preferably in a nonprofit organization in start-up phase or during a period of high growth.
- Effective in building strategic partnerships and garnering philanthropic support and/or partnerships from individuals, foundations, corporations and other organizations.
- Experience working with Boards of Directors or oversight bodies on strategic direction.
- Effective verbal and written communication skills, including excellent public speaking skills for formal and extemporaneous presentations.
- A systems-orientation and an ability to put processes in place used to effectively run an organization.
- Excellent interpersonal skills, including the ability to use diplomacy effectively both internally and externally.
- Ability to make strategic and data-driven decisions
- Ability to work effectively in a fast-paced, innovative, and virtual environment.
- Strong sensitivity and commitment to gender, cultural, racial, ethnic, and socioeconomic diversity.
- Good strategic finance skills

Working Conditions and Physical Effort:

- No or very limited physical effort required.
- No or very limited exposure to physical risk.
- Work is normally performed online from home.

Compensation:

\$110,000 - \$150,000 depending on experience.



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This is a full-time position reporting to the Board of Directors. The organization is virtual and widely distributed and therefore, candidates can be located anywhere in the United States. For more information about GetUsPPE, please visit <https://GetUsPPE.org/>.

GetUsPPE is an equal opportunity employer and welcomes a diverse pool of candidates in this search. To express interest, please send a cover letter and resume to Emily Lynn at emily@getusppe.org. Applications will be accepted until July 27.