Operates & Fulfillment Director

Organization | GetUsPPE
Reports To | Executive Director
Location | Remote
Add’l Focus | Logistics

**Job Overview:** GetUsPPE seeks an Operations and Fulfillment director to organize, oversee, and facilitate PPE delivery via our grassroots volunteer network and corporate delivery partnerships. The operations director will manage GetUsPPE’s health equity, logistics & distribution, supply-demand matching, and regional affiliate teams. The director will be responsible for steering PPE through the pipeline from the point of donation through delivery. Candidates for the position should demonstrate successful experience with logistics and people management, both of employees and volunteers. Strong candidates will be dependable, exercise good judgement, have excellent communication skills, adapt quickly, and multitask effectively.

**About Us:** GetUsPPE is a national nonprofit 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 need 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.

**Duties and Responsibilities:**

- Leads and develops processes associated with shipping and receiving PPE and related materials via a variety of avenues
- Oversees, organizes, and coordinates our teams that handle PPE via grassroots and volunteer efforts, including makers and regional affiliates
- Works with our Supply-Demand Matching and Development & Communications teams to identify available PPE supply and appropriate recipients
- Works with Health Equity lead and Technology Director to ensure all donations are distributed in an equitable fashion based on need or specific donor requests
- Ensures makers of PPE are integrated into the organization and maintain ongoing productive communication with Nation of Makers
● Provides consistent communication internally with all levels of employees and volunteers and externally to affiliates, carriers, and donors/suppliers
● Effectively plans for future shipping needs based on partnership development and projected supply availability
● Provides proactive communication on service failures, blockers, and field requests for status updates on critical shipments
● Builds strong working relationships with internal and external customers, including grassroots partners, carriers, and healthcare facilities
● Adapts quickly to organizational changes and new inventory
● Improves existing processes with full team buy-in
● Plays an integral role in achieving organizational goals and objectives by leading the operations teams, following proper procedures, and ensuring accurate documentation

Performance Goals:

● Increase number of units of PPE matched each month
● Reduce time between PPE request, PPE match, and PPE delivery
● Optimize internal points of contact between fulfillment teams, including equity, supply-demand matching, makers, and regional affiliates
● Improve and track regional affiliate & maker organization relationships
● Develop new logistics partnerships
● Reduce inefficiency and balance distribution time with costs
● Publicize matching and relevant performance metrics to the organization each week
● Present to the Executive Board every other week

Qualifications:

● Bachelor’s Degree or equivalent combination of education and work experience required.
● Minimum of 5 years of leadership experience in operations and/or logistics, including warehousing and transportation.
● Crisis response experience preferred
● Comfort with ERP and related logistics software
● Technological experience and ability to learn new technologies

Working Conditions and Physical Effort:

● Remote Work
● Work is normally performed online from home.
● No or very limited physical effort required.
● Must be available for online meetings
● Work is normally performed online from home.

Compensation:

$80,000-$120,000 yearly, depending on experience.
This is a full-time position (40 hours/week) to the Executive Director. The organization is virtual and widely distributed and 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. The application period has been extended: Applications will be accepted until midnight on Friday, August 28, 2020.