



Milk Donor Program Manager, RN (FT, daylight, flexible hours) Mid-Atlantic Mothers' Milk Bank

Help optimize health outcomes for medically fragile babies while working in a positive, collaborative, and dynamic environment! The nonprofit Mid-Atlantic Mothers' Milk Bank is seeking a Milk Donor Program Manager to lead its growing Screening Department. A RN license is required and the ideal candidate has a passion for the lifesaving mission of the organization along with experience working with families in the child-bearing years.

About the Role: The Milk Donor Program Manager manages the screening and donation process for donors which includes a phone interview, completion of medical forms, blood screening, education, and co-ordination of shipping and dropoff. Some community outreach and clinician education activities are required. The Manager works closely with the Medical Director and Medical Advisory Board along with supervising a team of 3 or more Screeners.

About Mid-Atlantic Mothers Bank: Our nonprofit organization collects milk from carefully screened volunteer donors (milk donors are our heroes!). The donated milk is tested, bottled and pasteurized before it is distributed to neonatal intensive care units (NICUs) and outpatients with medical needs. The milk bank serves over 85 hospital units across PA, NJ, WV, and MD. It is an exciting time as the organization innovates and plans for an upcoming expansion to help even more medically fragile babies.

Work Hours: Generally, Monday through Friday, 8am to 4pm. Flexible schedule possible. Potential for limited remote work (20% or less) currently, but this capability may expand over time. Occasionally, community and industry events occur outside of the typical business hours.

Salary: \$30-\$35/hour

Work Location: 3127 Penn Avenue Pittsburgh, PA 15201, free parking. Of note, the organization is relocating to 575 Lincoln Avenue Pittsburgh, PA 15202 (anticipated late 2025 or early 2026).

Benefits:

- Paid time off
- Healthcare Benefits through ICHRA
- Dental and Vision plans
- Retirement (Simple IRA match)

Requirements:

- Current licensure to practice nursing in the state of Pennsylvania (RN)
- Past work in a clinical setting: OB, pediatrics, neonatology, or breastfeeding medicine preferred
- Previous supervisory experience preferred
- Excellent communication skills
- Excellent organizational skills and attention to detail
- Adept with Microsoft Office Suite
- Experience with databases or electronic medical records

Additional Requirements:

- Enjoys learning new skills and working in a fast paced environment



- Interpersonal and communication skills necessary to communicate with parents, clinicians, and milkbank teams
- Ability to work cooperatively
- Embraces and quickly adapts to change (the milk bank is growing quickly)
- Enthusiasm for the mission of Mid-Atlantic Mothers' Milk Bank
- Ability to travel occasionally for events, conferences, etc.

Mid-Atlantic Mothers' Milk Bank is committed to providing equal opportunity for all employees and applicants.

Learn more about lifesaving donor milk at www.midatlanticmilkbank.org