



The [Minnesota Milk Bank for Babies](#) (MMBB), a nonprofit organization, collects, processes, and dispenses pasteurized donor human milk to premature and medically vulnerable infants. The mission of MMBB is to improve health outcomes of babies in Minnesota and surrounding states by ensuring that medically fragile infants have access to safe and nutritional donor human milk when mother's milk is unavailable or in low supply.

General Purpose

The MMBB, a start-up non-profit, is seeking a nurse as a part-time Clinical Donor Coordinator to assist with screening and approving donors interested in sharing their extra breast milk. The donor coordinator adheres to accreditation guidelines from the Human Milk Banking Association of North America, licensing standards from the Minnesota Department of Agriculture, and standard operating protocols (SOPs) of the MMBB. This position provides opportunities for growth in an organization that improves maternal and child health through human milk feeding for medically vulnerable infants. Hours range from 24-32/week with the potential increase to full-time.

Position Title: Clinical Donor Coordinator **Position Type:** Part-Time, Hourly, 24-32 hrs/week

Reports to: Executive Director **Location:** On-site with limited remote hours possible.

Essential Duties/Responsibilities

- Recruit, screen, and interview prospective donors by phone who have extra milk beyond what their infants' need.
- Verify donor eligibility through verbal interview and review of written or online forms.
- Confirm that all screening interviews, applications, provider authorizations, and consent forms are complete before proceeding with lab work.
- Approve donors when all donor information, medical history, forms, tests, and authorizations have been verified and are complete.
- Work closely with Donor Coordinator(s), Medical Director, Depot Coordinator, and Executive Director to facilitate donors' approval process and to identify and resolve issues that arise.
- Enter and maintain accurate data in spreadsheets and in a customized cloud-based data management system.
- Assist with implementation and sustenance of a bereavement program with hospitals.
- Educate donors, health care providers, hospital staff, and the public about milk banking, donor milk, breastfeeding, and pumping.
- Assist with coordination of approved donor milk drop off at milk depots or at the milk bank.
- Precept a qualified person on donor screening process as needed.
- Assist Executive Director and Medical Director with updating standard operating policy and procedure documents (SOPs) to maintain accreditation and licensing requirements.
- Participate in all-staff meetings and assist with convening donor coordinator meetings
- Communicate effectively with the public and refer questions or issues to the Medical Director or Executive Director as needed.
- Assist with outreach efforts on behalf of the milk bank.
- Maintain confidentiality of donor records in compliance with HIPAA.

- Refer complex medical issues outside scope of practice to Medical Director.
- Assist with other duties that may arise.

Qualifications:

- Adaptable and willing to work as a team in a growing, start-up non-profit.
- Minimum of 3 years of experience in a medical setting preferred.
- Ability to understand and execute complex screening guidelines.
- Knowledge of and experience with premature babies, human milk feeding, and lactation.
- Highly attentive to details and keeps meticulous, accurate, audit-ready record-keeping.
- Ability to communicate effectively and empathetically with donors and bereaved families, hospital lactation staff, health care providers, milk depot coordinators, and the public.
- Excellent written and verbal communication skills.
- Computer and technology savvy.
- Ability to think critically and problem-solve through issues that arise.
- Experience with MSOffice 365 products particularly with MS Word, Excel, Teams, and Outlook.

Minimum Education or Formal Training

Currently licensed **nurse** such as Registered Nurse.

Breastfeeding training course such as CLE, CLC, CLS, or LEC.

International Board-Certified Lactation Consultant – preferred.

Bachelors in Nursing - preferred

Work Environment

Growing, start-up non-profit in its second year of operation.

Busy, fast-paced environment that is team-based with staff cross-trained to perform multiple duties.

Hours

Part-time, 24-32 hours per week with the potential increase to full-time. Monday – Friday, 8am-4:30pm.

Flexible scheduling possible. Position is on-site and allows for limited remote work after training and orientation are completed with weekly in-person meetings with staff or daily communication by MS

Teams.

Pay & Benefits

Pay commensurate with skills and experience. PTO and paid holidays.

Note

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

Interested applicant should submit resume, cover letter, and 2-3 professional references on the [MMBB's Indeed.com page](#). Application will remain open until a suitable candidate is hired. Background check required for those who are offered and intend to accept the position.

Minnesota Milk Bank for Babies is an Equal Opportunity/Affirmative Action employer.

EIN for the Minnesota Milk Bank for Babies: 46-0845657.