



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 one or two part-time nurses 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. Position is for one person at 32 hours/week, or 2 people at 20 hours/week as a job share. Hybrid work setting with some remote work possible.

Position Title: Clinical Donor Coordinator **Position Type:** Part-time, hourly

Reports to: Executive Director & Lead Donor Coordinator

Location: Hybrid with some remote capability with 1-2 days/week on-site after training completed

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.
- Assist Lead Donor Coordinator in training of new donor coordinators.
- Attend approved trainings relevant to milk bank donor operations and management of staff.
- 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 systems.
- Assist with sustaining the Bereavement Program.
- Educate donors, health care providers, hospital staff, and the public about milk banking, donor milk, breastfeeding, and pumping.
- Assist with coordinating approved donors' milk drop off at milk depots or at the milk bank.
- Assist Executive Director and Medical Director with updating standard operating policies (SOPs) and procedure documents to maintain accreditation and licensing requirements.
- Attend all staff meetings and 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 third year of operation.

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

Hybrid position with on-site and some remote work possible after training and orientation are completed.

Hours

One part-time nurse at 32 hours per week or 2 nurses at 20 hours/week. Flexible scheduling possible.

Hours from Monday – Friday, 8am-4:30pm. Position is a hybrid of both on-site with remote work

capabilities after training and orientation are completed. On-site work is expected at one to two days/week including presence at outreach events with weekly in-person meetings with staff and daily communication by MS Teams.

Pay & Benefits

Pay commensurate with skills and experience. PTO, paid holidays, Health & Wellness Stipend.

Note

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

Apply on the [MMBB's Indeed.com page](#). Submitting resume **and** 2-3 professional references (e.g. manager, supervisor, or trainer) will expedite the process. Application will remain open until a suitable

candidate(s) hired. Background check required for those who are offered and intend to accept the position. Primary COVID-19 vaccine requirement for all staff with exemptions.

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

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