



Your Life. Our Mission.

New England Life Flight, Inc.
Personnel Policies

I. POSITION: Director of Organ Procurement Operations

II. JOB SUMMARY:

Under the direction of the Chief Operating Officer-Transport, the Director of Organ Procurement Operations (OPO) ensures the proper coordination of all activity associated with OPO transport.

III. ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serves as Boston MedFlight's (BMF) primary point of contact for OPO coordination.
- Develops and maintains OPO policies and procedures.
- Ensures internal and external logistics and resourcing for OPO transport.
- Represents the organization in matters related to OPO through trade organizations, healthcare organizations, community organizations and contract agencies.
- Ensures compliance with Federal Aviation Regulations, Air Carrier Certificate, and other federal and state requirements.
- Assists Chief Operating Officer-Transport with preparation of annual operating budgets that include operating expenses, supplies, outside services, personnel, training, capital expenses and reserves.
- Ensures efficient and collaborative integration with other service lines.
- Assures proper training and management of the OPO team to include hiring, termination, and evaluation responsibilities.
- Works closely with the DO and FW Chief Pilot to assure proper resource allocation between air ambulance and OPO transports.
- Establishes and manages all contracts related to OPO transport logistics.
- Works with Director of Aviation Maintenance to Ensure aircraft are properly equipped for OPO transport.
- Understands SMS and integrates SMS principals across OPO transport.
- Works external to BMF to create links to Organ Transplant Centers and provide business development opportunities to expand BMF's OPO market.
- Maintains safety culture and puts safety as the top priority for operations.
- In collaboration with the Chief Operating Officer-Transport and as required, interviews, hires and assigns personnel for BMF.
- Sets performance expectations and conducts performance appraisals in a timely manner.
- Models compliance with BMF core values at all times.
- Other duties as determined by the Chief Operating Officer-Transport

IV. POTENTIAL DUTIES

- Unrestricted travel by air or ground
- Public speaking



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V. SKILLS AND ABILITIES:

- Excellent written and verbal communication skills required.
- Ability to manage multiple deadlines and tasks. Demonstrates good decision-making skills.
- Demonstrates and promotes effective interpersonal skills.
- Demonstrates excellent organizational skills.
- Ability to develop presentations using Microsoft office products.
- Demonstrates good public speaking skills.

VI. MINIMUM QUALIFICATIONS:

- Bachelor's degree preferred.
- Requires five to ten years of management experience in a medical transport service or equivalent aviation management experience.
- Aviation dispatch or aircraft charter management experience is preferred.

VII. WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

- Position may require sitting for long periods of time in an office environment.

VIII. NOTES:

- Appropriate background and CORI checks will be performed prior to employment.
- FLSA Exempt
- The specific statements included in this job description are not intended to be all-inclusive but rather represent typical elements considered necessary to successfully perform the job.

How to Apply:

Please visit our career center by clicking [here](#) to submit an application and résumé.

Or mail to:

Human Resource Manager
Boston MedFlight
150 Hanscom Drive
Bedford, MA 01730

Please also provide 3 letters of recommendation as well as copies of your certification and licenses. Letters of recommendation should be sent directly to the Human Resource Manager at the address above or to HR_Dept@bostonmedflight.org.

For More Information

Please visit our website to get more information about current job opportunities and our program:

www.bostonmedflight.org

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