Title: Assistant Director, Donor Recruitment & Community Relations

Pay Scale Group: 18

Essential Function

Under general supervision from a designated administrator, supervise the daily functions of the Volunteer Department, and oversee recruitment and training efforts for staff.

Characteristic Duties

- Oversee the daily operations of the Volunteer Department, including recruitment and training efforts for volunteer staff; ensure operational effectiveness for staff.

- Responsible for function of Hemasphere software (manages mobile scheduling and donor services staffing).

- Review and revise Standard Operating Procedures (SOPs) as needed, as well as writing new ones.

- Manage programs and departmental budget.

- Administer donor frequency programs to include design changes, preparation of communications, and implement new programs.

- Represent the department at all related meetings.

- Act as delegate in absence of the Division Director.

- Provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).

- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor’s degree with five (5) years experience; -OR- Associate’s degree with seven (7) years experience; -OR- nine (9) years experience. Degree must be in a related field. Experience must include blood banking and at least three (3) years supervision.

Last updated: January 2006

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