Title: Manager, Donor Center Recruitment

Pay Scale Group: 16  
FLSA: Exempt

Essential Function

Under general supervision from a designated administrator, manage; market and promote Hoxworth’s neighborhood donor center programs to increase blood donations and increase the donation frequency from existing donors.

Characteristic Duties

• Develop and implement donor recruitment and marketing strategy to increase donations at neighborhood donor centers.

• Develop partnerships with small business to promote blood donation.

• Act as a liaison with community leaders, local businesses, public officials, etc.

• Attend local professional and government meetings to promote Hoxworth’s blood donation programs.

• Collaborate with donor center team leaders and staff to address donor experience issues and communications.

• Plan and manage budget for outreach programs, donor appreciation, and community events.

• May 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.

Unusual Working Conditions

• N/A

Minimum Qualifications

• Bachelor’s degree with three (3) years experience; -OR- Associate's degree with five (5) years experience; -OR- seven (7) years experience. Degree must be in a related field. Experience may require at least one (1) year supervision.

New: November 2010
Last updated: