Title: Manager, Mobile Unit Recruitment

Essential Function

Under general supervision from a designated administrator, manage the activities of the mobile recruitment operations for Hoxworth Blood Center.

Characteristic Duties

- Manage and direct the daily activities of the Blood Donor Recruiters (i.e., review assigned territories, establish goals and ensure they are met, oversee sales incentive program and make recommendations, conduct sales calls with Blood Donor Recruiters, etc.)

- In association with other Hoxworth divisions, ensure appropriate number of mobiles and the appropriate number of mobiles proper staffing.

- Initiate and implement continuous quality improvement efforts.

- Provide training to new employees and remedial training as needed.

- Manage the budget for travel, staff development and salaries.

- Ensure compliance with relevant local, state, and federal rules and regulations.

- 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 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 must include at least one (1) year supervision.
An affirmative action/equal opportunity institution