**Title:** Senior Blood Donor Recruiter  

**Pay Scale Group:** 15

**Essential Function**

Under general supervision from a designated administrator, serve in a lead role in the Donor recruitment Department of Hoxworth Blood Center. Serve in an advisory role to Blood Donor Recruiters, with specific departmental responsibilities for managing one or more functions. Maintain a territory, coordinate blood drives and attain yearly collection goals.

**Characteristic Duties**

- Manage donor recruitment and blood drive activities, including the mobile calendar, the high school blood donation program, the business campaign, etc., to increase productivity and decrease blood collection costs.

- Assist in the development of related policies and procedures to ensure compliance with union contracts, local state, federal and University regulations.

- Attend management level meetings within the blood center with the ability to represent the department and make decisions regarding recruitment operations.

- Coordinate external committees and/or groups related to the function being managed. Cultivate relationships with community organizations.

- Serve as resource to Blood Donor Recruiters, providing training, expert advice and information on blood drive promotion.

- Accompany Blood Donor Recruiters on business calls to ensure that all quality standards of the department are being upheld.

- Perform all of the duties of a Blood Donor Recruiter, developing and managing a territory, and coordinating blood drives with organizations within that territory.

- Assign work; ensure proper workflow of the unit; act as lead worker.

- 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 and experience must include at least three (3) years as a Blood Donor Recruiter.

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