

JOB DESCRIPTION

Job Title Senior Associate – DR (Kolkata)	Department Donor Recruitment
Reporting to Senior Manager - DR	Experience eligibility: >4 years

About us

DKMS BMST Foundation India is a non-profit organization dedicated to the fight against blood cancer and other blood disorders, such as thalassemia and aplastic anaemia. Our aim is to improve the situation of patients suffering from blood cancer and other blood disorders in India and throughout the world, by raising awareness about blood stem cell transplantation and registering potential blood stem cell donors. By doing this, DKMS-BMST provides patients in need of a blood stem cell transplant with a second chance at life. DKMS-BMST is a joint venture of two reputed non-profit organisations: BMST (Bangalore Medical Services Trust) and DKMS, one of the largest international blood stem cell donor centres in the world. Read more about DKMS-BMST at www.dkms-bmst.org

Mission: To give as many blood cancer and blood disorder patients as possible, a second chance at life.

Working Hours: 9:30am to 6:15pm

Position Summary

Key Responsibilities

- Lead the planning, organizing, managing and executing of donor recruitment drives, special events.
- Work closely with patients, family and friends throughout the donor recruitment drive planning process.
- Support drive events by providing correspondence, data entry, PR support and follow-up.
- Manage timely and accurate reporting in the database system.
- Coordinate and prepare all drive-related promotional materials (flyers, posters, emailers) and donor-related registration material including registration forms, buccal swabs, etc., based on drive checklist.
- Perform post-drive follow up, including reporting of donor recruitment numbers and financial contributions in the database system, reviewing completed registration forms, and ensuring the return of all materials.
- Outreach potential donors, volunteers and corporate partners through networking, social media, etc.
- Conducts research and compile lists of potential partners – universities, companies, Rotary / Rotaract / other Clubs/Associations, media partners.
- Supervise and manage day-to-day operations within the region.
- Ensure compliance with company policies, procedures, and regulatory requirements.
- Assess and analyze regional performance metrics and KPIs.
- Identify areas for improvement and implement action plans to enhance efficiency.
- Collaborate with teams to address challenges and optimize processes.
- Prepare regular reports on regional performance, challenges, and achievements.
- Maintain accurate records of activities, expenses, and other relevant documentation.
- Stay updated with industry trends and competitive landscape in the region.
- Conduct market research and analysis to identify potential growth opportunities.
- Collaborate with the head office to align regional strategies with the overall organizational goals.
- Participate in meetings and discussions to provide updates on regional operations.

Volunteer Management: -

- Develop and implement strategies to attract new volunteers from diverse backgrounds.
- Advertise volunteer opportunities through various channels, such as social media, websites, and community events.
- Screen, interview, and select potential volunteers based on their skills, interests, and suitability.
- Conduct thorough onboarding sessions to familiarize volunteers with the organization's mission, values, and policies.
- Maintain ongoing communication with volunteers to keep them informed about upcoming events and opportunities.
- Foster a positive and inclusive volunteer community by organizing regular meetings, events, and activities.
- Collaborate with department heads to design and deliver training programs that enhance volunteers' skills and knowledge.
- Provide ongoing support and resources to volunteers to ensure they have the tools they need to perform their roles effectively.
- Maintain an updated and accurate database of volunteers, their skills, and areas of interest.
- Track volunteer hours and activities to produce reports for organizational use.
- Ensure volunteers adhere to organizational policies, procedures, and safety guidelines.
- Address any issues or concerns related to volunteer conduct or performance in a timely and appropriate manner.
- Collaborate with other staff members to integrate volunteers into the organization's projects and initiatives.
- Work with the marketing and communications team to promote volunteer opportunities and share success stories.

Inventory Management:

- Shall be responsible for all storage of materials
- Maintain accurate records of all incoming and outgoing materials. Ensure that inventory levels are updated regularly.
- Monitor inventory levels and initiate timely reorder requests to avoid stockouts and disruptions to our operations.
- Generate regular inventory reports for management, providing insights on stock levels, consumption patterns, and any potential concerns.
- Ensure that materials are stored in compliance with safety regulations and are handled appropriately.

Key Skills

- First-rate English verbal and written communication skills, spoken Bengali is mandatory.
- Strong organizational and problem-solving skills.
- Ability to manage and motivate groups of people from different backgrounds and situations.
- Ability to work independently.
- Must be detail oriented, highly organized and able to multitask efficiently.
- Strong hands-on mentality, proactive work ethic and the ability to diligently meet targets.
- Enthusiastic and passionate to learn
- Sensitivity, compassion and empathy
- Ability to work on weekends
- Willingness for field work, to travel locally and in India, based upon organization needs.
- Excellent computer skills combined with proficiency in Windows, Word, Outlook, Excel, and internet searches required.
- Aptitude in problem-solving
- Desire to work as a team with a result driven approach
- Zeal to work with an NGO for a Lifesaving cause

Qualifications:

- Any Graduate or Post Graduate / Minimum Bachelor's Degree

- >4 year of work experience, or any combination of education and experience which would provide an equivalent background.