

**JOB DESCRIPTION**

<b>Job Title</b> Head – DR	<b>Department</b> Donor Recruitment
<b>Reporting to</b> CEO	<b>Experience eligibility:</b> >15 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](http://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 as HOD - DR**

- Responsible for the development and implementation of strategic plans to grow the service, meet operational demand and achieve local and global KPIs
- To prepare and monitor the department’s budget and expenditure.
- To produce analysis reports on performance against overall budget and KPIs, producing recommendations for corrective action as appropriate.
- Review and revise department Standard Operating Procedures (SOPs).
- To motivate, lead and develop staff in the Donor Recruitment department to enable high levels of performance as well as a productive and collaborative working culture.
- Being part of the DKMS Group, you will work closely with counterparts in other countries and supply regular updates on activities in India, share best practice and work together on international projects or initiatives.
- Ensure all applicable rules and regulations are complied with and ensure best practice, particularly as these relate to Data Protection and Confidentiality.
- Prepare yearly reports to be submitted to WMDA.
- Report adverse events (SEARS, SPEARS) and recommend corrective actions as appropriate.
- To oversee all projects dedicated to improving our service.
- Collaborate with other departments to ensure organizational effectiveness and representation of DR needs
- Improves workflow and communication across the DR Team members
- Oversee timely and accurate reporting in the DKMSOne database system such as post drive follow up, including donor registration number
- Any other duties as requested by the CEO.

### Key Responsibilities as HOD - FR

- Formulate and execute innovative fundraising strategies to meet organizational goals.
- Identify and cultivate relationships with potential donors, sponsors, and partners.
- Oversee the planning, coordination, and execution of fundraising campaigns.
- Monitor campaign progress, analyze results, and adjust strategies as needed.
- Lead the development of grant proposals and fundraising materials.
- Research and identify potential grant opportunities, ensuring alignment with organizational objectives.
- Build, lead, and motivate a high-performing fundraising team.
- Provide guidance and support to team members, fostering a collaborative and results-driven environment.
- Cultivate and maintain strong relationships with existing donors.
- Develop strategies for donor retention and stewardship.
- Plan and oversee fundraising events to engage donors and raise awareness.
- Coordinate logistics, budgeting, and post-event evaluations.
- Collaborate with internal teams to ensure fundraising efforts align with organizational priorities.
- Work closely with leadership to provide regular updates on fundraising activities.

### Awareness Building:

- **Develop Integrated Awareness Strategies with Data-Driven Approach:** Develop and implement comprehensive awareness strategies by planning and executing campaigns that go beyond traditional methods. Utilize a variety of channels to, ensuring inclusivity and broad impact. Additionally, employ data and analytics to measure effectiveness, gather insights into audience engagement, and enable continual refinement and optimization of campaigns.
- **Collaborate with marketing and communications:** Collaborate closely with marketing and communications teams for organization aligned messaging, creating compelling and diverse content through a multimedia approach, and leveraging influencers and ambassadors to amplify awareness and extend reach.
- **Community involvement and partnerships:** Actively engage with local communities and forge partnerships with community organizations. Develop initiatives that involve the community directly, fostering a sense of ownership and connection to the organization's mission.

### Networking:

- **Strategic Relationship Building for Organizational Success:** Establish and foster long-term relationships with individuals, organizations and other important stakeholders crucial to the success of the organization. This involves regular communication, personalized interactions, and the cultivation of mutually beneficial partnerships.
- **Continuous relationship management:** Implement a systematic approach to relationship management, ensuring ongoing communication and engagement with key contacts. Utilize different tools to track interactions, preferences and opportunities for collaboration
- **Comprehensive Industry Engagement and Thought Leadership Integration:** Actively participate in diverse industry events, conferences and forums to strategically engage with participants. Initiate conversations with key decision-makers, thought leaders, and potential collaborators to showcase the organization's value proposition. Position the organization as a thought leader through panel discussions, presentations, and insights at industry events. Additionally, proactively involve in industry associations, contributing expertise and collaborating on aligned initiatives.

### Collaborations and Partnerships:

- **Strategic Collaboration Discovery and Outreach:** Conduct comprehensive market research to identify potential collaborators aligned with organizational goals, evaluating compatibility and advantages for mutually beneficial partnerships. Actively seek external collaboration opportunities with organizations, industry partners, and stakeholders through initiatives such as industry projects, joint ventures, and knowledge-sharing.
- **Strategic Oversight of Partnership Agreements:** Possess signatory authority for Memoranda of

Understanding (MoUs) related to Donor Recruitment Partnerships, ensuring the development and execution of clear collaboration agreements.

- **Crisis management and conflict resolution:** Develop protocols for addressing challenges that may arise during partnerships. Implement effective conflict resolution strategies and crisis management plans to ensure that partnerships remain resilient in the face of difficulties.
- **Internal collaboration culture:** Foster an internal culture of collaboration by encouraging cross-functional teamwork, providing training and resources to enhance collaborative skills. Facilitate cross-functional collaboration by working closely with internal teams to seamlessly integrate partnership programs into the organization's operations for effective contributions to success.
- **Open Communication and Flexible Collaboration in Partnerships:** Establish and sustain clear lines of communication with strategic partners. Provide regular updates on shared initiatives, and address challenges promptly. Embrace adaptability and flexibility in partnership development, fostering innovation and continuous improvement by adjusting strategies and changing circumstances.
- **Integrated Framework for Collective Success and Data-Driven Optimization:** Establish a comprehensive framework for shared success by setting common goals, defining key performance indicators (KPIs), and implementing a feedback mechanism. Ensure alignment with the overarching mission and objectives of the organization. Additionally, implement KPIs and metrics for evaluating the success of partnership programs, regularly assessing their impact on organizational goals, and making data-driven decisions to optimize ongoing and future collaborations

### Key Skills

- Excellent leadership skills and demonstrable experience of managing a team.
- Collaborative working style, with excellent interpersonal and communication skills.
- Ability to form effective and productive internal and external relationships.
- High levels of sensitivity and empathy.
- Effective organizational skills and time management skills and ability to handle multiple projects.
- Flexible approach with the ability to adapt to new and changing situations
- Proven track record of meeting and exceeding challenging targets.
- Ability to work well under pressure and to meet deadlines.
- Proficient in the use of MS Office (Outlook, Word, Excel and PowerPoint).
- Willingness to travel nationally and internationally. Excellent written communication skills
- Enthusiastic and passionate to learn
- Sensitivity, compassion and empathy
- Aptitude in problem-solving
- Zeal to work with an NGO for a Lifesaving cause

### Qualifications:

- Any Graduate or Post Graduate / Minimum Bachelor's Degree
- >15 year of work experience, or any combination of education and experience which would provide an equivalent background.