

**JOB DESCRIPTION**

<b>Job Title</b> Associate – DR	<b>Department</b> Donor Recruitment
<b>Reporting to</b> Senior Manager - DR	<b>Experience eligibility:</b> >1 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**

- Assist the planning, organizing, managing and executing of stem cell donor recruitment drives, special events.
- Assist the drive leader to 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.
- Actively supports the outreach of Donor Recruitment team to seek 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.
- Maintain volunteer database.

**Key Skills**

- Excellent 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.
- Excellent written communication skills
- 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.

- Comfortable with working in an international setting.
- 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
- >1 year of work experience, or any combination of education and experience which would provide an equivalent background.