



Title: Donor Recruitment Coordinator/Manager
Department: Donor Recruitment
Key Areas: Event Management, Communications, PR, Fundraising, Program Management, Business Development
Direct Report: Donor Recruitment Team Manager
Classification: Exempt / Full Time
Position Location: Charlotte, NC or Dallas, TX

About DKMS

Get inspired by doing something that really matters and join our team of dedicated, caring people at DKMS. Every day, we help save lives by adding more potential donors to the stem cell registry and connecting patients in need of a transplant with matching donors who can make it happen. Globally, we've registered more than 11 million potential donors, and more than 96,000 of these have gone on to donate to patients. You'll be part of a growing international nonprofit where creativity, initiative, compassion, collaboration, and strategic thinking are rewarded as we work together to expand our reach, recruit more donors and help save more lives.

Position Summary: This multi-faceted position focuses on engaging communities in DKMS' mission while recruiting well educated and committed potential stem cell donors by managing donor recruitment drives including fundraising, PR and marketing initiatives.

Responsibilities:

Community Engagement

- Actively engage the community around DKMS' mission through the recruitment of potential stem cell donors, awareness building, PR efforts and fundraising to achieve goals
- Plan, organize, manage and execute stem cell donor registration drives, special events, and fundraising initiatives
- Actively seek potential patients and volunteers through various outlets including local networking, social media, etc.
- Manage key partnerships with organizations, other non-profits, companies and/or individuals
- Attend and take an active role in conferences and community meetings to present DKMS, build relations

Recruitment Drives

- Work closely with patients, their family and friends, community groups, corporations & others throughout the donor registration drive planning and event by providing training, information, guidance and motivation
- Ensure that SOP's are implemented & upheld at all recruitment drives
- Constantly educate and motivate new potential stem cell donors to ensure their availability and willingness to donate
- Coordinate and prepare all drive-related promotion material including flyers, posters and press releases
- Fill in all needed event data in the DKMS database system to ensure proper data tracking, as well as better events maintenance
- Perform post-drive follow up including: reporting the outcome of events in the database system, reviewing completed registration forms, and ensuring the return of all materials to the office

PR/Media Outreach

- Contact and maintain relationships with the local media for media coverage for drives and events
- Serve as DKMS spokesperson

Fundraising

- Raise donations at each undertaking activity to support DKMS mission
- Acquire and develop a strong fundraising portfolio together with other members of DKMS staff, stakeholders and relevant contacts, including corporate/foundation sponsors and individual donors

Operations

- Lead and/or serve on project based teams to enhance registration efforts and prepare for achieving local and national goals
- Ad hoc projects as assigned and as needed

Requirements/Qualifications:

- Bachelor's degree required
- Minimum of 2-3 years' work experience, preferably in business development, health care, PR, fundraising, event/program management dealing with the educational background (ex. College campus recruiter), sales, medical/nursing or teacher
- Strong passion and commitment to the DKMS mission
- Ability to think critically, solution oriented, and take ownership to solve problems and implement ideas
- Ability to manage and motivate groups of people from different backgrounds and situations
- Strong communication skills. Must be comfortable in a public forum and interacting with the public and in a corporate setting; public speaking is required
- Non-profit experience with exposure to KPIs and goals, a plus
- Experience in working with young demographic
- Represent the DKMS' mission at all times, including at designated donor recruitment drives, conferences, press meetings and other events
- Strong interpersonal and relationship building skills and good in networking
- Able to work in a team environment as well as individually
- Excellent written and verbal communication skills
- Ability to lift and carry up to 40 lbs.
- Very proactive work ethic and the ability to diligently meet targets
- Proficiency in Windows and/or Mac OS, Word, Outlook, Excel, and internet searches required, strong willingness to learn internal system
- Foreign language desirable
- Driver License
- Ability to travel up to 50%, including nights and weekends based upon business needs

If you or anyone you know are interested in applying for this role, please submit resumes and cover letters to dkmsrecruiting@dkms.org. Please state "Donor Recruitment" in the subject line.

DKMS is proud to be an Equal Opportunity Employer and we encourage everyone who is interested in this position to apply. We do not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other characteristics protected by state or federal law or local ordinance.

We are committed to finding reasonable accommodations for candidates with special needs or disabilities during our recruiting process. Please email us at dkmsrecruiting@dkms.org should you need any assistance.