



## ASIANS FOR MIRACLE MARROW MATCHES – A3M

231 East Third Street, Suite G107, Los Angeles, California 90013

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### JOB DESCRIPTION

**POSITION:** Assistant Director  
Staff Management 0.5 FTE and  
Development Team Leader 0.5 FTE

**STARTING SALARY:** \$ 45,600/year, depending on experience and skills  
With fringe benefits

**STATUS:** Full-time Employee

### POSITION REQUIREMENTS

- Experience in staff management.
- Resource development experience.
- Sensitivity to diverse staff and communities.
- Excellent written and verbal communication skills.
- B.A. or B.S. Degree.
- Working knowledge of Microsoft Office, Word, Excel, PowerPoint and FileMaker Pro.
- Ability to speak an Asian language is preferred, but not required.

### DUTIES AND RESPONSIBILITIES

#### Summary

The Assistant Director for Asians for Miracle Marrow Matches (A3M) contributes to the mission of helping those in need of bone marrow/stem cell transplants by leading the staff team in support of the programs and services of the organization. The Assistant Director is responsible for managing the staff to meet goals, in compliance with the policies and procedures of the National Marrow Donor Program and the Little Tokyo Service Center. The Assistant Director will lead the development team and be responsible for identifying and seeking resources to support A3M's mission. There will be other responsibilities assigned by the A3M Director.

**Management of Staff:** The Assistant Director will--

- A. Lead staff members to maintain and increase their effectiveness to outreach to targeted communities and to recruit marrow/ blood stem cell donors. He/she will provide hands on guidance, training and supervision as needed to maintain quality of service and to meet recruitment goals.
- B. Implement sound management processes to ensure a clear understanding of expectations and fair assessments among the staff and volunteers. Establish and monitor goals, including collective & individual goals monthly, quarterly and annually.
- C. Create professional working conditions in an atmosphere to encourage healthy employee relations, in part by--

1. Incorporating a management style that is empathetic to the stresses and strains of the nature of A3M's work. Working with people in crises, with many deaths and in emotional situations requires an atmosphere wherein staff can support each other and can be supported.
2. Guiding the diverse staff in maintaining mutual respect and understanding both internally and externally.

**Fund Development:** The Assistant Director will--

- A. Lead the development team to identify needs & goals, pursuing opportunities to increase human, pro bono, financial and material support.
- B. Research grant opportunities, write and submit grant proposals to support A3M. Coordinate follow-up communications & reports, site visits, and meetings with grantors and other supporters.
- C. Plan and implement events, such as A3M's annual Starnight event. Work with the development team and volunteers to market the event, increase sponsorships, ticket sales, event coordination and details.
- D. Initiate a plan for an individual giving program. Consider direct mail and ways to track, follow up and increase donations from individuals, businesses, organizations and other entities.