



Job Description: ToolBank Disaster Services (TDS) Manager

ToolBank USA is seeking an energetic and professional candidate to join our team as TDS Manager of Disaster Services to support the growth of the national ToolBank network into disaster response and recovery services. This position will work with the Chief Program Officer (CPO) to execute, deploy, and evaluate ToolBank USA's Disaster Services operations.

The ability to work both independently and collaboratively is critically important for this position. The TDS Manager will work closely with public, private and nonprofit recovery organizations before, during and after disasters. Ideal candidates will preferably have experience in disaster management and have developed a professional network that will actively support their endeavors as TDS Manager.

Given the highly fluid nature of disasters and their management, candidates should expect responsive deployments (to accompany the ToolBank Mobile Response Units) at short notice. This position will entail approximately 60% travel. During deployments, the TDS Manager will have access to a mobile office. When not deployed, they will be expected to maintain the ToolBank warehouse and inventory. In addition, the TDS Manager will be responsible for the intake and distribution of in-kind donations. Respite periods will be scheduled in between deployment periods.

ToolBank USA team members maintain a sense of urgency and embrace change. They are tech-savvy, accountable, and quick to revise strategies based on a changing landscape. Ideal candidates will bring personal initiative, strategic thinking and a natural ability to develop relationships through clear communication and personal warmth.

The ideal candidate will possess:

- a passion for the mission of ToolBank USA
- a desire to play a key role in the development of a national nonprofit
- a minimum of 2 years' leadership experience
- experience with national nonprofit affiliate networks
- experience in disaster management and familiarity with existing resources
- a Bachelor's Degree in a relevant field, or equivalent work experience
- ability to work and learn in various technology software platforms for tool inventory and data management
- a passion for accountability, professionalism, and responsiveness
- the ability to work well both in a team and independently
- a clean background check, driving record and valid driver's license

Position Reports to: Chief Program Officer (CPO)

Responsibilities:

Program Development & Implementation

- In coordination with CPO, continuously assess what role the ToolBank network should play in disaster preparation, response and recovery
- In coordination with CPO, ensure the ToolBank's vision for tool lending remains consistent and dependable during disaster recovery and otherwise
- Supervise the Disaster Partnership Coordinators, other staff and volunteers during deployments and otherwise

Field Leadership

- Manage the operations of the ToolBank Mobile Units
- Field requests for deployment from approved EMAs and VOADs
- Assess the case for each potential deployment, provide recommendation to the CPO
- Once deployed, work closely with on-site disaster responders to coordinate the tool lending; maintain tool inventory and secure mobile units

Relationship Development

- In coordination with CPO, develop close collaborative relationships with the various EMAs, VOADs, nonprofits, etc. that respond to disasters
- Work with CPO to represent the ToolBank movement with media at disaster sites as needed

Process Documentation and Continuous Improvement

- Work with CPO to continuously improve our disaster services by providing field experiences, anecdotal accounts, and observed trends
- Document the deployment process, to increase efficacy during future deployments, and as a training manual for future deployment
- Assist in the development of training for disaster programs and responses at affiliates
- Stay abreast of the emergency response field and incorporate industry developments into ToolBank USA's programming

Additional Responsibilities

- Manage and maintain an efficient and organized warehouse space and inventory
- Professionally and assertively represent the values of ToolBank USA through words, actions, and decisions
- Dedicate on-going attention to personal professional development

Compensation & Benefits

- Competitive salary based on qualifications
- Flexible, employee-directed healthcare benefit
- Flexible scheduling
- Cell Phone Allowance
- Professional development opportunities

Location

- ToolBank Disaster Services maintains an office and warehouse space in the metro Atlanta area, and candidates will be expected to live in Atlanta. Relocation expenses are available for this position.

To Apply:

- Please email cover letter and resume to Trey Bearden (trey.bearden@toolbank.org)
- ToolBank USA will respond to every application that meets the above criteria. Please do not contact ToolBank USA staff regarding your application or the recruitment process.