



## Job Description:

### ToolBank Disaster Services (TDS) Maui Program Manager

ToolBank is seeking an energetic and professional candidate to join our team as TDS Maui - Program Manager to lead our operational initiatives within the prescribed territory.

#### The ideal candidate will possess:

- A passion for ToolBank and a desire to play a key role in the development of a national nonprofit, specifically our disaster services program
- Accountability, professionalism, and responsiveness to assertively represent the values of ToolBank through words, actions, and decisions
- Superior time, attention, and project management skills
- Ability to create and implement systems and processes for operational excellence
- Ability to work well both as a team and independently, must be a self-starter
- Ability to be flexible in a rapidly changing environment and respond accordingly
- Advanced understanding of nonprofit principles
- Ability to work and learn in various technology software platforms for tool inventory and data management
- A Bachelor's degree + minimum of 2 years of leadership experience
- Must be able to operate oversized vehicles, pull a trailer up to 26' confidently and have a valid driver license

TDS Maui - Program Manager must have excellent communication skills with the ability to speak to organizational leaders with confidence and service knowledge. They must possess a passion for the ToolBank mission and the organizations we serve. Team members must react to change with urgency and efficiency. The ideal candidate will work closely with public, private, and nonprofit organizations and must bring personal initiative, strategic thinking, and a natural ability to develop relationships through clear communication and personal warmth with various constituencies.

**Position Reports to:** West Territory Manager (WTM)

#### Position Summary:

In coordination with the WTM, the Program Manager will implement the strategies around tool lending, brand awareness and fundraising. The Program Manager will oversee & manage the ToolBank in Maui and work with the WTM to support deployments in the region. Candidates should expect to travel approximately 10 of the time. Travel includes day trip traveling and extended travel to include overnight.

## Responsibilities:

### Program Development & Implementation

- Ensure the ToolBank's vision for tool lending remains consistent and dependable during disaster response, recovery, and blue-sky events
- In conjunction with the WTM, continuously evaluate tool quantities & fleet to ensure adequate resources are available
- Deploy in the immediate aftermath of the disaster to assess needs and provide tools to first responders
- Field requests and make recommendations for deployment to the WTM
- Coordinate logistics of deployments of ToolBank assets in conjunction with the WTM
- While deployed, manage the operations of the ToolBank Mobile Units and work closely with staff/volunteers and on-site disaster responders to coordinate the tool lending program

### Relationship Development

- In conjunction with the marketing and communications director, help implement a brand awareness plan for organizations that serve in disaster response/recovery throughout the respective territory
- Develop close collaborative relationships with the various EMAs, VOADs, nonprofits, faith communities, etc. that respond to disasters
- Create an outreach plan to local community-based organizations as well as disaster organizations to share about ToolBank, our resources and how we can support their efforts
- Meet with partners to address tool needs and suggest applicable solutions
- Work with ToolBank staff to represent ToolBank with media (disaster or non-disaster related events)

### Warehouse, Facility and Fleet Management

- Create, implement, and maintain an efficient, clean and organized warehouse
- Manage and maintain effective warehousing logistics for tools and materials, donated items, and any other items going in and out of the warehouse
- Process tool and materials donations, determine appropriate program distribution
- Create and execute a maintenance schedule for necessary tools
- Maintain accurate records of transactions and data across multiple ToolBank platforms
- Ensure security of warehouse-includes being the first point of contact for all security issues and protocols, including security company
- Manage tool lending program at the designated warehouse location(s)
- Manage and schedule routine maintenance for all vehicles and trailers
- Must be able to lift 50lbs and are comfortable working in unconditioned space(s)

### Additional Responsibilities

- Professionally and assertively represent the values of ToolBank through words, actions, and decisions
- Dedicate ongoing attention to personal and professional development
- Participate in industry or promotional events (e.g., community events) to cultivate partner relationships

## Compensation & Benefits

- Competitive salary based on qualifications (\$52,000 - \$57,000)
- Healthcare benefits available
- 401k plan with employer match
- Cell Phone Allowance
- Flexible scheduling
- Paid time off
- Professional development opportunities

\*This position will require a background check

## Location

- This position will work in a warehouse environment

If you are interested, please send a cover letter, and resume to [resume@toolbank.org](mailto:resume@toolbank.org). Please do not send your resume to staff as they will not be recorded.