

## Job Description: Executive Director

Detroit ToolBank is seeking an energetic and professional candidate to lead our team and our strategic initiatives within the greater Detroit community.

We are a values-based organization that serves our affiliates, member agencies, volunteers, community partners, associates, and suppliers with open hearts and equity.

- Respect & Inclusion – We believe in diverse and inclusive participation in our communities, and we intentionally strive to create a welcoming environment for all people, regardless of race, sex, age, gender identity, sexual orientation or creed.
- Integrity & Transparency – We are committed to the highest standards of personal and professional integrity. We support transparency in our financial and operating standards and commit to accountability.
- Customer Service – We are committed to accessibility, professionalism, and open communication focused on those we serve. Our goal is to exceed the expectations of all member agencies, volunteers, donors, and visitors.
- Tool Stewardship– We manage ToolBank resources responsibly to maintain inventory value, promote long- term viability, and ensure responsible usage and care of the tools by the borrower.
- Safe Usage of ToolBank Tools - We believe in our responsibility to foster and maintain strong relationships with our member agencies that promote responsible usage and care of ToolBank tools. We acknowledge our duty to practice sound stewardship in all activities with our member agencies related to the promotion of safety and responsible usage and care of the tools.
- Community Building – We have a responsibility to collaborate with our partners to best support the interests of the communities in which we serve.

ToolBank team members must have a passion for the mission, be solutions based, think outside the box, be efficient, decisive, and display superior interpersonal skills. Team members must maintain a sense of urgency and embrace change. Be 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 with various constituencies.

The ideal candidate will possess:

- A passion for ToolBank and a desire to play a key role in the development of a ToolBank affiliate
- Strategize and implement a resource development plan
- Possess strong financial management skills
- 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 warehouse and tool management
- Ability to work well both as a team and independently, a self-starter
- Ability to be flexible in a rapidly changing environment and respond accordingly
- Experience managing people
- 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

## **RESPONSIBILITIES:**

### **Development**

Formulate, articulate, and administer a development plan that employs diverse fundraising methods to secure funding for ongoing operations and special projects.

- Create and manage a development plan in partnership with the Board
- Responsible for leading efforts to generate income through individual, corporate and foundation sources of funds
- Develop short-term and long-term fundraising plans including special gifts
- Ability to write, submit and manage grants from foundations and other sources
- Engage in prospect research, identify appropriate funding sources, and submit proposals
- Coordinate the activities of directors, staff, and volunteers in fundraising activities
- Facilitate appropriate linkages between board members and potential funders or ongoing financial resources

### **Financial Management**

Provide an accountability framework within which the ToolBank maintains responsible financial strategies.

- Draft and submit an annual budget to the board of directors
- Maintain proper fiscal management based on non-profit best practices
- Maintain reporting systems representing the organization's financial position to include, but not limited to: payroll, accounts payable and receivable, deposits, audits, and required federal filings
- With the board Treasurer, facilitate the submission of periodic reports regarding financial activities and position

### **Program Management**

- Implement warehouse and program strategies as set forth by ToolBank USA
- Allocate tools and maintain accurate data on lending
- Increase the overall impact and value of the ToolBank through superior customer service and professionalism, while maintaining a clean, safe and organized facility
- Identify, manage, and supervise volunteers as needed to meet organizational objectives
- Identify resources for ToolBank programs, both in-kind and otherwise
- Be able to lift, push, and pull approximately 40 lbs.

### **Outreach/Marketing**

In order to increase visibility and public awareness of the ToolBank's Mission, the Executive Director can expect to:

- Develop marketing and communications strategies that are customized to the local community in conjunction with the board
- Serve as chief liaison with other community organizations and constituent groups

### **Board Activity**

- Facilitate the development of, and maintain the currency of, a comprehensive strategic plan as assembled by the board
- Facilitate the recruitment of new board members

**ToolBank USA partnership**

- Fulfill affiliate requirements as set forth in the ToolBank USA Affiliate Governance Document and the ToolBank USA Affiliate Manual
- Participate in ToolBank USA endeavors that strengthen the ToolBank brand in both local and national arenas

**Compensation & Benefits:**

- Competitive salary based on qualifications (\$70,000 - \$78,000)
- Healthcare stipend
- Cell phone allowance
- Paid Time Off
- Professional development opportunities

TO APPLY: Email cover letter & resume in a single attachment to [resume@toolbank.org](mailto:resume@toolbank.org). Please use the subject line "Detroit ToolBank Executive Director Position" & provide your name & phone number in body of email.