



## Job Description: Replication Manager

ToolBank is seeking an energetic and professional candidate to join our team as Replication Manager of the ToolBank network and assist in implementing ToolBank strategic initiatives.

At ToolBank, our work is rooted in four core values that guide everything we do—from how we serve communities to how we support each other:

- **Connection** - We cultivate relationships, foster collaboration, and link people to the communities they live in. This is how we work—together, with purpose and trust.
- **Impact** - We empower others to make a difference. By maximizing shared resources and contributing to environmental sustainability, we act as a force multiplier for good.
- **Resilience** - We embrace challenges and respond to adversity. We support others through obstacles, always learning and growing to better serve communities in moments of need.
- **Community** - We care deeply—for our team, our network, our partners, and the neighborhoods we serve. We collaborate to foster shared purpose and drive collective impact.

### 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 mission, brand, and the expansion of our network across the country
- Ability to create and implement systems and processes for effectively directing and managing the development of new ToolBank affiliates
- Accountability, professionalism, and responsiveness to assertively represent the values of ToolBank through words, actions, and decisions
- Superior time, attention, and project management skills
- Strong business, planning, and financial acumen
- Ability to work remotely – with travel approximately 40% or more of the time
- Ability to work well both as a team and independently, a self-starter
- Ability to be flexible in a rapidly changing environment; respond accordingly and multi-task
- Experience managing people across multiple cities and states
- Advanced understanding of nonprofit principles, including various federal and state requirements, financial management and resource development
- Ability to work and learn in various technology software platforms, specifically, advanced experience in Salesforce
- A bachelor's degree + minimum of 5 of leadership experience in a directing role

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.

## **Position Summary:**

### **Replication Manager (RM)**

This role strengthens the ToolBank brand and advances our mission by expanding and supporting the ToolBank Network. Working closely with the CEO, the RM will design and implement the strategies, systems, and playbooks that guide successful replication—launching new ToolBank Affiliates and transitioning TDS sites into a ToolBank affiliate. The RM will also work in conjunction with our Manager of Special Projects to lead a portfolio of projects that enhance ToolBank capacity and ensure every project has the tools, resources, and operational consistency needed to thrive. From directing new-site development to stewarding long-term sustainability, this position is responsible for driving the growth, quality, and impact of the ToolBank model nationwide.

The ability to work both independently and collaboratively is critically important for this position. The RM will work closely with public, private, and nonprofit organizations in the cultivation of new ToolBank affiliates. In addition, the RBM will work closely with:

- The ToolBank Disaster Services Director to create the process of evolution of a TDS location to a new community affiliate.
- The Manager of Special Projects and Assets to manage and execute a portfolio of accounts as it relates to our build program.

Given the nature of this position, a candidate should expect to travel approximately 40% or more of the time.

## **Major Responsibilities**

- Create and implement policies and procedures for replication of the ToolBank network
- Work with Director of Resource Development to identify new funders who will support the replication model of ToolBank
- Work alongside ToolBank Disaster Services (TDS) Director in the evolution of a TDS location to a new affiliate ToolBank
- In conjunction with the CEO, cultivate an ongoing list of Top 5 markets for new ToolBanks
- Identify and promote ToolBank network engagement and training opportunities
- Create a process for evaluating the criteria and procedures for community-initiated inquiries for a new ToolBank
- Identify affiliate board openings and work with national partners to fill vacancies
- Provide training and onboarding (staff and board) to start-up ToolBank affiliates including, but not limited to, board development, fundraising, Tool Tracking Platform, and tool lending operations
- Continue to evaluate the replication models and make process improvements based on new findings
- Manage and execute a portfolio of special projects (35% of the time)
  - Cultivate relationships with new partner organizations while growing the current relationships to build long-term sustainability
  - Create a schedule of events, along with the allocation of other ToolBank USA staff time, to support the various special projects; manage expenses within allocated budgets; coordinate and prep all materials needed for each project
  - Coordinate the shipping of all materials and tools to project locations

### **Additional Responsibilities**

- Provide support in other ToolBank USA operations as needed
- Professionally and assertively represent the values of ToolBank through words, actions, and decisions
- Dedicate on-going attention to personal professional development
- Present ToolBank information as needed for conferences, webinars and funders

### **Compensation & Benefits**

- Competitive salary based on qualifications (\$70,000 - \$78,000)
- Flexible, employee-directed healthcare benefit
- 401k plan with employer match
- Flexible scheduling
- Cell Phone Allowance
- Professional and technical development opportunities

**\*This position will require a background and reference check.**

- Location: This is a flexible workplace location and does not cover relocation. It will require 40% or more travel.

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.