



## Disaster Partnership Director

### **Houston Community ToolBank:**

The Houston Community ToolBank is a 501c3 nonprofit tool lending program that provides fellow not-for-profit organizations with year-round access to an inventory of tools for use in volunteer projects and for facility and grounds maintenance. We provide tools to enhance the charitable sector's capacity to serve, facilitating hands-on volunteerism in the greater Houston area.

The Houston ToolBank maintains a 9,000 sq. ft. warehouse in East Houston and an inventory comprised of more than 200 different types of tools and equipment in volumes large enough to equip thousands of volunteers at a time. Access to ToolBank tools eliminates the need for agencies to incur the expense of purchasing, repairing, and storing tools, reducing the costs associated with service projects and allowing these agencies to focus more of their resources on their mission.

The Houston Community ToolBank officially opened its doors to the not-for-profit community in October 2014. The Houston ToolBank is an affiliate of ToolBank USA, the Atlanta-based parent organization of the new national network of ToolBanks. The Houston ToolBank is modeled after the highly successful Atlanta Community ToolBank, which has served greater Atlanta's not-for-profit sector for more than 27 years. Though an affiliate of the ToolBank network, the Houston ToolBank is independently operated, governed by a local board of directors, and relies solely on local funding to fulfill its mission.

The Houston ToolBank has partnered with ToolBank Disaster Services, a program of ToolBank USA, to better assist communities impacted by Hurricane Harvey throughout Texas. ToolBank Disaster Services is a mobile extension of the traditional ToolBank model that provides tools via 53-foot long tractor trailers, known as 'mobile units'. These mobile units are stocked with thousands of tools, commonly used for demolition, debris removal, clean-up, rebuild, and personal protection and can be deployed anywhere throughout the continental United States following a disaster.

### **Description:**

**Position Overview:** This position was created in response to Hurricane Harvey in an effort to expand ToolBank operations to meet the needs of organizations focused on the rebuild. The ToolBank is seeking a senior leader to provide strategic direction and management of partnership development and operations. The position will be based in Houston and managing two coordinators located in Beaumont and Rockport Texas.

The ideal candidate is a dedicated and high-level professional with experience designing and implementing successful outreach strategies and building the infrastructure and partnerships to achieve measurable results. This position requires experience in leading cross functional teams and creating a platform for sustainable impact through growing capacity in the organization.

This position will include directing two coordinators to oversee the operations, outreach strategies and partnership development in both Rockport and Beaumont. The position is responsible for increasing the capacity of the ToolBank partners and member agencies, and creating opportunities for other stakeholders to participate in the recovery and rebuild. The position focuses on maintaining and furthering the ToolBank's position as a leader in disaster response and recovery.

This position reports to the Executive Director of the Houston Community ToolBank.

### **Key Responsibilities**

- Develop and implement a comprehensive partnership management strategy that supports programs and other organizational initiatives.
- Set outreach goals with coordinators and track and report progress.
- Coordinate the management of ongoing relationships with existing partners and member agencies and where relevant, leverage those relationships to greater collective impact
- Development and manage events in support of growing the visibility of the organization.
- Develop systems and procedures in support of the identification, engagement and development of strategic partnerships.
- Project and promote ToolBank initiatives to new audiences and partners.
- Develop and manage reporting and financial tracking of strategic partnership activities.
- Provide timely and accurate reporting of pipeline, strategic partnerships and management activities.

### **Qualifications**

- Post-Secondary Education.
- Knowledge of tools is desired, but not required.
- Basic Computer skills in Microsoft Office Products and Salesforce.
- Attention to details and accuracy.
- Ability to communicate and interact with volunteers, clients, staff, board members in a friendly, courteous and professional manner.
- Ability to lift and carry up to 40lbs.

Please send resumes and cover letters to [erika.hornsey@toolbank.org](mailto:erika.hornsey@toolbank.org)

Closing Date: April 20, 2018