



## **Director of Development & Community Engagement**

### **Organizational Background:**

The Atlanta ToolBank (TB) serves community-based organizations by providing tools, equipment, and expertise to support and empower their most ambitious goals. By using ToolBank tools, nonprofits avoid the expense of purchasing, repairing, and storing tools. The TB maintains a 27,000 sq ft warehouse which holds an inventory of 300 different types of tools and over 50,000 individual tools. We help member agencies equip projects ranging from a few volunteers to thousands of volunteers. Yearly, we empower tens-of-thousands of volunteers to complete hundreds-of-thousands of volunteer hours. Additionally, the ToolBank has a Tool Training Center (TTC) that trains hundreds of individuals on tool usage and safety.

### **Purpose of Position:**

The Atlanta ToolBank is seeking to hire its first Director of Development & Community Engagement (DDCE). The DDCE will lead the ToolBank's individual corporate, and foundation fundraising efforts. This individual will also manage our marketing and community engagement activities. S/he will be responsible for maintaining relationships with businesses, foundations, non-profits, civic organizations, and individuals, to maintain, identify, and expand outreach and engagement opportunities. The DDCE will solicit volunteers for the TB's programs, activities, and fundraising events. The DDCE will also direct the organization's overall social media initiatives and maintain our website.

The ideal candidate will be a proven leader with experience in fundraising, volunteer engagement, partnership development, and community organizing. S/he will have relationship cultivation experience, with a focus on details and follow through, and should be motivated and energized by ambitious goals.

### **Reporting:**

This Position Reports to the Executive Director and manages one individual.

### **Responsibilities:**

- Develop and direct a multi-pronged fundraising strategy which includes engaging the ToolBank's staff, board members and volunteers towards reaching ambitious fundraising goals.
- Cultivate relationships with the business, foundation, non-profit, and civic communities to manage current relationships and develop new ones to support the TB's fundraising & volunteer goals.
- Manage several annual fundraising and volunteer cultivation events.
- Manage and maintain donor records, including appropriate acknowledgements of all gifts.
- Market the TB's Tool Training Center to drive an increase of activity and revenue.
- Develop and execute a volunteer recruitment strategy, which includes attending speaking engagements, networking events, and social media tactics.
- Create Impact Reports to support fundraising and volunteer recruitment.
- Collaborate with members of the ToolBank staff and board to identify and execute donor and volunteer appreciation initiatives.
- Maintain the ToolBank's website and coordinate various social media accounts, including Facebook, Twitter, Instagram, LinkedIn, and others as needed.
- Perform other job-related duties or special projects as needed by the ToolBank.

### **Qualifications:**

- Minimum of 5 – 10 years of progressive work experience in the following areas: fundraising, marketing, public relations, relationship management, volunteer recruitment and engagement, community organizing, and managing special events.
- Resourceful and persistent with a history of successful fundraising from various sources.
- Strong networker with the ability to connect with and engage a variety of stakeholders, including, staff, board members, partners, funders, senior executives, and elected officials.
- Strong critical thinking skills, with the ability to analyze data, recognize trends, and drive strategic recommendations.
- Skilled project manager who can identify needs, scope projects, implement strategy and juggle lots of moving pieces to see something through.
- Experience with public speaking, writing and interpersonal skills.
- Excellent technological skills (MS Office, etc.); experience with database management platforms, such as Sales Force, is a plus.
- Experience creating and executing a social media strategy.
- Light experience with website management is a plus.
- Entrepreneurial attitude that can envision opportunities for partnerships with other non-profits, businesses, and community organizations that may generate income and increase exposure.
- Bachelor's degree required.
- As with most non-profit organizations this position will require some after-hours and weekend commitments. However, the TB also offers a flexible work schedule and an environment where family matters, and self-care is recognized and valued.

### **Compensation & Benefits:**

- A competitive salary commensurate with experience.
- Monthly stipend in lieu of health insurance.
- Flexibility in work hours with opportunities to work from home.
- The ToolBank observes the following holidays: Presidents Day, Memorial Day, Independence Day, Labor Day, Thanksgiving & the following Friday.
- Annually, the ToolBank is closed for the Holidays; the last two weeks of each calendar year so that employees may spend the holidays with family & friends, or just to simply recharge.
- Monthly stipend for mobile phone use.

### **To Apply:**

- Submit an up-to-date resume.
- Submit a cover letter that includes the word "dinosaur" (we'll look for it!).
- Submit three or four professional references: include name, contact number, and email address.

Please email the above documents to [atlanta@toolbank.org](mailto:atlanta@toolbank.org).

Deadline for submitting application documents is **February 9, 2024**.

Anticipated starting date is **Mid to late March, 2024**.