



## **JOB DESCRIPTION: EXECUTIVE DIRECTOR**

**Position Summary:** To manage the operations and growth of the Baltimore Community ToolBank, and to execute the objectives of the ToolBank Board of Directors.

**Organizational Background:** The Baltimore Community ToolBank is an affiliate of ToolBank USA, a growing movement of resource hubs throughout the country offering tools, equipment, and expertise to community-based organizations. In Baltimore, the ToolBank has served the servers as a 501(c)3 organization for more than 12 years.

### **RESPONSIBILITIES**

#### **Development**

The Executive Director is responsible for formulating, articulating, and administering a development plan that employs diverse fund-raising methods to secure funding for ongoing operations and special projects:

- Responsible for leading efforts to generate income through individual, corporate, and foundation sources of funds.
- Develop short-term and long-term fundraising plans including planned giving and special gifts.
- Engage in prospect research, identify appropriate funding sources, and submit proposals as appropriate.
- Ability to write, submit, and manage grants from foundations and other sources.
- Create and manage individual giving campaigns, including email and mail solicitations.
- Facilitate annual giving for Board members.
- Coordinate the activities of directors, staff, and volunteers in fundraising activities.

#### **Outreach/Marketing**

To increase visibility and public awareness of the ToolBank's mission, the Executive Director should lead the following efforts:

- Develop marketing and communications strategies customized to the local community.
- Develop and maintain relationships with key local media.
- Maintain a ready supply of promotional materials.
- Serve as chief liaison with other community organizations and constituent groups. Articulate the ToolBank's value and mission along with promoting its programs and services.
- Utilize social media platforms with a diversity of posts.
- Professionally represent the ToolBank in a variety of settings, including informal discussions and formal presentations.

#### **Program Management**

- Allocate tools and maintain accurate data on lending.
- Increase the overall impact and value of the ToolBank through superior customer service and professionalism.
- Recruit, manage, and supervise staff.
- Recruit, manage, and supervise volunteers as needed to meet organizational objectives.
- Identify resources for ToolBank programs, both in-kind and otherwise.
- Maintain a clean, safe, and organized facility.

#### **Financial Management**

The Executive Director should provide an accountability framework within which the ToolBank maintains responsible financial strategies.

- Draft and submit an annual budget to the board of directors.

- Perform deposits and disbursements in a timely manner.
- Maintain reporting systems representing the organization's financial position to include, but not limited to: payroll, accounts payable, accounts receivable, deposits, audits, grant compliance, and required federal filings.
- Maintain primary contact with a paid accountant, who will periodically reconcile ToolBank recordkeeping and provide financial statements for board meetings.
- With the board Treasurer, facilitate the submission of periodic reports regarding financial activities and position.
- Process donations appropriately.

#### **Board Activity**

- Facilitate the recruitment of new board members.
- Attend and articulate agency status at board meetings.
- Assist the board president in developing a board meeting agenda.
- Assist the board president in presiding over board meetings with a detailed Executive Director report.
- Attend and assist at committee meetings as necessary.
- Facilitate the development of, and maintain the currency of, a comprehensive strategic plan as assembled by the board.

#### **ToolBank USA Partnership**

- Fulfill affiliate requirements as set forth in the ToolBank USA Affiliate Governance Document and the current ToolBank USA Affiliate Agreement.
- Strengthen the ToolBank brand by maintaining the local ToolBank as a best-practices model for visitors from around the country.
- Participate in ToolBank USA endeavors that strengthen the ToolBank brand in both local and national arenas.

**REQUIREMENTS:** Minimum three years of professional nonprofit experience, bachelor's degree in a pertinent field. Strong experience in fundraising, project management, public relations, and management skills needed. Must be open to flexible working hours.

**TO APPLY:** Send a cover letter and resume in a single attachment to [bctbhiring@gmail.com](mailto:bctbhiring@gmail.com). Please use the subject line 'Executive Director', and provide your name and phone number in the body of your email. No phone calls or email inquiries, please.

**BENEFITS & SALARY:** The salary for this position will be in the range of \$85,000-\$110,000 commensurate with experience. In addition to salary, the Baltimore ToolBank offers an attractive benefits package including vision, dental, health, retirement matching, and paid time off.