



PROGRAM AND OUTREACH COORDINATOR

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PREPARED BY: TODD CORNELL

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Opportunity Summary

The Richmond Community ToolBank offers an affordable and easy-to-access Tool Lending program for community-based organizations that saves them time, money, and frustration by enabling organizations to borrow instead of buying the tools & equipment they need. By borrowing ToolBank tools, community organizations can equip substantially more volunteers and focus on their good work instead of wasting time and money on tracking down the right type and quantity of tools for their projects. Each year the ToolBank provides over \$1 million dollars in tools to hundreds of community-based organizations and thousands of volunteers that make Richmond a safer, more beautiful, and equitable place for everyone.

In addition to Tool Lending, the ToolBank offers three additional services to the Richmond community:

- **RVA ToolBox** – The ToolBox program offers hands-on homecare & DIY workshops to help community members build skills, gain confidence, and have more fun caring for your home.
- **Building Change** – Building Change is a one-of-a-kind volunteer experience for individuals, families, corporate teams, or groups of any kind. Use the ToolBank's tools & materials to build outdoor furniture & garden features that we donate to community groups in need.
- **Facility Rental** – The ToolBank's 2,000 square foot event space provides an open floor format for nonprofit & community groups to rent by the hour. This space is perfect for indoor volunteer projects, trainings, outreach & fundraising function or just about any community function.

"The Richmond ToolBank is a young and lean nonprofit that has empowered nearly 300 nonprofits and 80,000 volunteers with the tools & equipment that they need to complete about 5,000 transformational projects around the Richmond region in just the last few years," - Toby Vernon, ToolBank Executive Director.



The ToolBank Team

Toby Vernon – Executive Director

Jamie Frieling – Mission
Advancement Manager

Gillian Cohen – Program Specialist

The Role and Core Responsibilities

- Program Coordination (60%):
 - Lead growth and development of the Building Change program
 - Be a visible and energetic leader of on-site and off-site builds
 - Contribute to continued success of Tool Lending Program and highly efficient, effective, clean safe warehouse
 - Facilitate fun and unique service experiences by sharing your knowledge, skills, and enthusiasm for tools & hands-on work
- Outreach (40%):
 - Support the growth and advancement of ToolBank's member agency, tool order and community impact goals
 - Foster outstanding member agency relationships
 - Partner with executive director in key fund development, community engagement and outreach initiatives
 - Help identify and plan new business opportunities (vertical and horizontal)
 - Develop collaborative relationships that extend ToolBank's program reach
 - Help shape social media and marketing presence, amplifying the reach of our programs

About You and Your Experience

You are a collaborative leader who demonstrates a genuine passion for community service and a commitment to making a positive impact in the local community. Through your work experiences, you have a demonstrated understanding of the nonprofit / social sector role in addressing complex social challenges.

You are excited by the opportunity to foster relationships with many private, social, and government sector leaders that advance shared goals. You take pride in your strong work ethic, dedication, and a proactive approach to tasks. And most importantly, you have a willingness to go above and beyond to meet the needs of the community and the organization.

Qualifications

- Exhibit sincere passion for ToolBank's mission, vision & values
- Experience with program design and implementation
- Experience adopting and creating processes that lead to improved operational and relational outcomes
- Experience using CRM and contemporary project management tools
- Program data management and analysis experience
- Experience managing mission-critical accounts, portfolios, or partnerships
- Experience managing process from concept to product
- Comfort and familiarity with basic power tools
- Proven history of active engagement in community issues and groups
- Experience using physical tools for personal and/or professional purposes
- Excellent communication skills using written, verbal, interpersonal, and digital mediums to influence positive outcomes
- Demonstrated track record of successful collaboration with colleagues and organizational partners
- Demonstrate a talent for organized independent, and goal-oriented task management
- Be capable of lifting 40lbs frequently and executing the physical aspects of core job requirements with or without accommodations

Why Consider this Role?

Richmond Community ToolBank

When walking, hiking, biking, or boating through Richmond's neighborhoods, parks, and waters it's nearly impossible to encounter a part of our great City that has not been impacted by ToolBank tools. Over the last nine years, the ToolBank has equipped hundreds of community organizations and tens of thousands of volunteers that have completed transformative projects in every one of Richmond's zip codes and neighborhoods!

<https://www.richmondtoolbank.org/>

Your Impact:

The Program and Outreach Coordinator role is critical to the continued success of the Richmond ToolBank. You will work closely with the Executive Director to grow the footprint, offerings and level of service of the ToolBank. This position offers an exciting blend of outreach, process optimization and hands-on work. You'll be at the heart of the ToolBank's mission - delivering excellent service and creating invaluable relationships with community-based organizations, volunteers, and a dedicated team.

Location:

The Richmond Community ToolBank is at 1407 Cummings Dr, Richmond, VA 23220. The Program and Outreach Coordinator will work out of this location.

Work Hours & Compensation:

- 40 hours per week with the flexibility of occasional evening and weekend hours, supporting a work-life balance
- Annual salary range of \$62,000-\$65,000
- Generous PTO
- Professional Development Stipend

If you're ready to join a dedicated, vibrant team that drives tremendous change in Richmond, email your cover letter, and résumé to:

Todd Cornell

Board Member of Richmond Community ToolBank

Managing Director at Purple Gold Partners

Todd.Cornell@PGTransform.com

At Richmond ToolBank, all employment decisions are grounded in the principles of fairness, respect, and equity. We determine employment based on business needs, job requirements, and an individual's qualifications, independent of race, ethnicity, religion, belief, family or parental status, or any other status protected by law. Richmond ToolBank maintains an intentional commitment to fostering a diverse, inclusive, and respectful workplace. Any form of discrimination or harassment will not be tolerated under any circumstances.

Purple Gold Partners (www.pgtransform.com) is a boutique talent search firm formed by **Ken Jordan** and **Todd Cornell**, former Fortune 50 executives with decades of experience building and leading global engineering and product organizations in remote, hybrid, and onsite models. We founded Purple Gold Partners to follow our passion for driving growth, solving big problems through talent, and impacting our community. At Purple Gold Partners, the concept of 'community' isn't just a term—it's a cornerstone of our identity and strategy.