

## DONATIONS SPECIALIST (NQS)

<b>RESOURCE CATEGORY</b>	Mass Care Services
<b>RESOURCE KIND</b>	Personnel
<b>OVERALL FUNCTION</b>	The Donations Specialist helps create and implement the volunteer and donations portion of the operations plan and helps manage the flow of donated goods, funds and services
<b>COMPOSITION AND ORDERING SPECIFICATIONS</b>	<ol style="list-style-type: none"> <li>1. This position can be ordered as a single resource or in conjunction with a NIMS typed team (Donations Coordination Task Force or Donated Goods Warehouse Management Team).</li> <li>2. Requestor specifies any additional qualifications necessary based on incident complexity and needs</li> <li>3. Discuss logistics for deploying this position, such as working conditions, length of deployment, security, lodging, transportation, and meals, prior to deployment</li> <li>4. The position typically works 12 hours per shift, is self-sustainable for 72 hours and is deployable up to 14 days</li> </ol>

Each type of resource builds on the qualifications of the type below it. For example, Type 1 qualifications include the qualifications in Type 2, plus an increase in capability. Type 1 is the highest qualification level.

COMPONENT	SINGLE TYPE	NOTES
<b>DESCRIPTION</b>	<p>The Donations Specialist reports to the Donations Coordination Task Force Leader, Donated Goods Warehouse Management Team Leader, Donations Call Center Supervisor or other designated supervisor, and performs the following functions:</p> <ol style="list-style-type: none"> <li>1. Helps create and implement the volunteer and donations portion of the operations plan</li> <li>2. Helps manage the flow of donated goods, funds and services during the response and recovery phases</li> <li>3. Maintains open communication, such as via conference calls and e-mail, with the appropriate stakeholders, including representatives of federal, state, local, tribal and territorial governments, Voluntary Organizations Active in Disaster (VOAD), community-based organizations and the private sector</li> <li>4. Assists the Donations Call Center Supervisor, if activated, and supports call center operations</li> <li>5. Provides logistical support, such as transportation to and from the local warehouse, and secures facility space, equipment and supplies</li> <li>6. Supports donations coordination functions as requested by the Donations Coordination Task Force Leader</li> </ol>	Not Specified
<b>EDUCATION</b>	Not Specified	Not Specified
<b>TRAINING</b>	<p>Completion of the following:</p> <ol style="list-style-type: none"> <li>1. IS-100: Introduction to the Incident Command System, ICS-100</li> <li>2. IS-200: Basic Incident Command System for Initial Response, ICS-200</li> <li>3. IS-244: Developing and Managing Volunteers</li> <li>4. IS-288: The Role of Voluntary Organizations in Emergency Management</li> <li>5. IS-700: National Incident Management System, An Introduction</li> <li>6. IS-800: National Response Framework, An Introduction</li> </ol>	The NIMS Training Program defines a national baseline to guide and promote NIMS training. It provides recommendations to assist Authorities Having Jurisdiction (AHJ) in developing their own training plans, tailored to their specific needs



COMPONENT	SINGLE TYPE	NOTES
<b>EXPERIENCE</b>	<p>Knowledge, Skills and Abilities:</p> <ol style="list-style-type: none"><li>1. Familiarity with private, public and nongovernmental organization (NGO) donations management processes at federal, state, local, tribal and territorial levels</li><li>2. Ability to support the Donations Coordination Task Force Leader in executing donations management agreements</li><li>3. Familiarity with the function of long-term recovery committees</li></ol> <p>Experience:</p> <ol style="list-style-type: none"><li>1. Successful completion of the National Qualification System (NQS) Position Task Book (PTB) for the NIMS Donations Specialist, or equivalent AHJ documentation</li><li>2. Experience supporting donation coordination in disasters or planned events</li><li>3. Experience working with VOAD on donations management</li></ol>	Not Specified
<b>PHYSICAL/MEDICAL FITNESS</b>	<ol style="list-style-type: none"><li>1. Arduous</li><li>2. Is able to work while wearing appropriate Personal Protective Equipment (PPE)</li><li>3. Maintains immunizations in accordance with current AHJ requirements</li></ol>	<ol style="list-style-type: none"><li>1. The NIMS Guideline for the NQS defines Physical/Medical Fitness levels for NQS positions</li><li>2. PPE is mission specific and may vary by working environment; it includes protective footwear, protective clothing for skin exposure, eye and ear protection, respirators, gloves and masks</li></ol>
<b>CURRENCY</b>	Functions in this position during an operational incident, planned event, exercise, drill or simulation at least once every five years	<ol style="list-style-type: none"><li>1. The Donations Specialist meets AHJ badging requirements</li><li>2. Provider must carry out and use any background checks as applicable law specifies. This may include:<ol style="list-style-type: none"><li>a. A background check completed within the past 12 months</li><li>b. A sex-offender registry check</li><li>c. A local, state and national driving and criminal history</li></ol></li></ol>
<b>PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS</b>	Not Specified	Not Specified

## NOTES

Nationally typed resources represent the minimum criteria for the associated category.

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## REFERENCES

1. FEMA, NIMS 508: Distribution of Emergency Supplies Task Force
2. FEMA, NIMS 508: Donated Goods Warehouse Management Team
3. FEMA, NIMS 508: Donations Coordination Task Force
4. FEMA, NIMS 508: Drive-Through Point of Distribution Team
5. FEMA, NIMS 508: Mobile Distribution Team
6. FEMA, NIMS 508: Pedestrian Point of Distribution Team
7. FEMA, NIMS 509: Distribution of Emergency Supplies Task Force Leader
8. FEMA, NIMS 509: Distribution of Emergency Supplies Team Leader
9. FEMA, NIMS 509: Donated Goods Warehouse Management Team Leader
10. FEMA, NIMS 509: Donations Call Center Supervisor
11. FEMA, NIMS 509: Donations Coordination Task Force Leader
12. FEMA, NIMS 509: Mass Care Specialist
13. FEMA, National Qualification System (NQS) Position Task Book for Donations Specialist, latest edition adopted
14. FEMA, National Incident Management System (NIMS), October 2017
15. FEMA, NIMS Guideline for the NQS, November 2017
16. FEMA, National Response Framework, October 2019