

DONATIONS SPECIALIST (NQS)

TYPE	TYPE 1	NO TYPE 2
DESCRIPTION	<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"> 1. Helps create and implement the volunteer and donations portion of the operations plan 2. Helps manage the flow of donated goods, funds, and services during the response and recovery phases 3. Maintains open communication, such as via conference calls and e-mail, with the appropriate stakeholders, including representatives of Federal, state, local, and tribal governments, Voluntary Organizations Active in Disaster (VOAD), community-based organizations, and the private sector 4. Assists the Donations Call Center Supervisor, if activated, and supports call center operations 5. Offers logistical support, such as transportation to and from the local warehouse, and secures facility space, equipment, and supplies 6. Supports donations coordination functions as requested by the Donations Coordination Task Force Leader 	Not Applicable
CATEGORY	CRITERIA	CRITERIA
EDUCATION	<p>Not Specified</p> <p>NOTES: Not Specified</p>	Not Applicable
TRAINING	<p>Completion of the following:</p> <ol style="list-style-type: none"> 1. IS-100: Introduction to the Incident Command System, ICS-100 2. IS-244: Developing and Managing Volunteers 3. IS-288: The Role of Voluntary Agencies in Emergency Management 4. IS-700: National Incident Management System, An Introduction <p>NOTES: Not Specified</p>	Not Applicable

Superseded



TYPE	TYPE 1	NO TYPE 2
EXPERIENCE	<p>Knowledge, Skills, and Abilities:</p> <ol style="list-style-type: none"> 1. Familiarity with private, public, and Nongovernmental Organization (NGO) donations management processes at Federal, tribal, state, and local levels 2. Ability to support the Donations Coordination Task Force Leader in executing donations management agreements 3. Familiarity with the function of long-term recovery committees <p>Experience:</p> <ol style="list-style-type: none"> 1. Successful completion of the National Qualification System (NQS) Position Task Book (PTB) for the National Incident Management System (NIMS) Donations Specialist, or equivalent Authority Having Jurisdiction (AHJ) documentation 2. Experience supporting donation coordination in disasters or planned events 3. Experience working with VOAD on donations management 	Not Applicable
	NOTES: Not Specified	
PHYSICAL/MEDICAL FITNESS	Performs duties under arduous circumstances, characterized by working consecutive 12-hour days under physical and emotional stress for sustained periods of time	Not Applicable
	NOTES: Not Specified	
CURRENCY	<ol style="list-style-type: none"> 1. Functions in this position during an operational incident, exercise, drill, or simulation at least once every three years 2. Background checks as applicable law permits or requires 	Not Applicable
	<p>NOTES: 1. The Donations Specialist meets AHJ badging requirements.</p> <p>2. Provider must carry out and use any background checks as applicable law specifies. This may include a background check completed within the past 12 months; a sex-offender registry check; and a local, state, and national driving and criminal history.</p>	
PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS	Not Specified	Not Applicable
	NOTES: Not Specified	

Superseded

ORDERING SPECIFICATIONS OR DESIGNATIONS

1. (X) Can be ordered as an individual asset
2. (X) Can be ordered in conjunction with a NIMS typed team (Donations Coordination Task Force or Donated Goods Warehouse Management Team)
3. () Can be ordered in conjunction with a NIMS typed unit
4. Discuss logistics for deploying this position, such as security, lodging, transportation, and meals, prior to deployment
5. This position typically works 12 hours per shift, is self-sustainable for 72 hours, and is deployable for up to 14 days
6. Requestor may specify any additional qualifications necessary based on incident complexity and needs

REFERENCES

1. FEMA, National Qualification System (NQS) Position Task Book for Donations Specialist, latest edition adopted
2. FEMA, NIMS 508: Distribution of Emergency Supplies Task Force
3. FEMA, NIMS 508: Donated Goods Warehouse Management Team
4. FEMA, NIMS 508: Donations Coordination Task Force
5. FEMA, NIMS 508: Drive-Through Point of Distribution Team
6. FEMA, NIMS 508: Mobile Distribution Team
7. FEMA, NIMS 508: Pedestrian Point of Distribution Team
8. FEMA, NIMS 509: Distribution of Emergency Supplies Task Force Leader
9. FEMA, NIMS 509: Distribution of Emergency Supplies Team Leader
10. FEMA, NIMS 509: Donated Goods Warehouse Management Team Leader
11. FEMA, NIMS 509: Donations Call Center Supervisor
12. FEMA, NIMS 509: Donations Coordination Task Force Leader
13. FEMA, NIMS 509: Mass Care Specialist
14. FEMA, National Incident Management System (NIMS), October 2017
15. FEMA, NIMS Guideline for the NQS, November 2017
16. FEMA, National Response Framework, June 2016

NOTES

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

Superseded