

DONATIONS SPECIALIST (NQS)

RESOURCE CATEGORY	Mass Care Services
RESOURCE KIND	Personnel
OVERALL FUNCTION	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
COMPOSITION AND ORDERING SPECIFICATIONS	<ol style="list-style-type: none"> 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). 2. Requestor specifies any additional qualifications necessary based on incident complexity and needs 3. Discuss logistics for deploying this position, such as working conditions, length of deployment, security, lodging, transportation, and meals, prior to deployment

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
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 Specified
EDUCATION	Not Specified	Not Specified
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 	Not Specified

Superseded

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COMPONENT	SINGLE TYPE	NOTES
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 Specified
PHYSICAL/MEDICAL FITNESS	Arduous	The NIMS Guideline for the NQS defines Physical/Medical Fitness levels for NQS positions.
CURRENCY	<ol style="list-style-type: none"> 1. Functions in this position during an operational incident, planned event, exercise, drill, or simulation at least once every three years 2. Background checks as applicable law permits or requires 	<ol style="list-style-type: none"> 1. The Donations Specialist meets AHJ badging requirements. 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.
PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS	Not Specified	Not Specified

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NOTES

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

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, June 2016

Superseded