



MNA John Browne Family Disaster Response Center Manager Opportunity

MISSION TO NORTH AMERICA DISASTER RESPONSE

Position Description

Job Title: MNA Disaster Response Specialist, Manager MNA John Browne Family Disaster Response Center located in Dallas TX. (commonly referred to as the 'Dallas Depot Manager'). This is a 100% support raising role.

Function: Serving under the direction of the MNA DR Director, the Dallas Depot Manager provides leadership, planning, and management of the Dallas Depot and is responsible for its safety, operation and maintenance.

Dallas Depot Purpose:

MNA Disaster Response established warehouse operations in 2015 after purchasing a major campus in Rome GA, in the strategic triangle of Atlanta, Chattanooga and Birmingham.

Located near Love Field, the purpose of the Dallas Depot is two-fold: First, to support the disaster relief efforts of the Presbyterian Church in America (PCA) by warehousing and marshaling critically needed disaster response resources, supplied by God's people, to communities which have been affected by natural disasters and man-induced calamities in desperate need within the region. Second, to provide a permanent, central location, where pre-event training is conducted to prepare PCA congregations and missional partners within the Metroplex for the certain coming disaster events.

Job Function:

The Dallas Depot Manager will operate and maintain a satellite warehouse operation dedicated to support the relief effort of Mission to North America Disaster Response. MNA Disaster Response regional depots have a common goal of safely warehousing and marshaling relief supplies, providing relief to those in desperate need while adhering to established procedures. The Dallas Depot operates under the same operational procedures and policy regulations as the MNA Charles H. Jones Family Disaster Response Center in Rome GA. The position is hands-on, the manager must be able to carry out a variety of manual and computer tasks associated with the receipt, storage and distribution of relief supplies. These tasks include procuring and receiving

relief supplies and equipment, packing and loading relief supplies for transport, assembling Sheds of Hope kits, flood buckets, additional kits such as school, hygiene and bedding kits, unloading deliveries manually or with a forklift, operating warehouse equipment, driving vans or trucks for pickups/deliveries plus general maintenance and cleanup. This position will have some supervisory responsibilities.

DUTIES AND RESPONSIBILITIES

Supervisory Responsibilities:

- Recruit, motivate, and supervise a dedicated volunteer workforce in a manner that fosters a Gospel-saturated, energizing, cooperative environment.
- Effectively communicate the Dallas Depot's mission and goals as they fit within the framework of MNA Disaster Response overall mission and goals, as well as day-to-day tasks.
- Provide ongoing training and supervision to volunteers
- Assist with a variety of duties including receiving, inspecting, tagging and sorting donated and purchased relief supplies and equipment, pulling orders, loading orders and ensuring general maintenance and janitorial duties are accomplished.
- Facilitate a culture of continuous improvement.
- Oversee equipment and building/facility needs, maintenance and repairs. This includes forklifts, pallet-jacks, power equipment such as generators, chainsaws, water pumps, mission critical trailers, etc. Ensure optimal operating level of all depot equipment.
- Oversee relief supplies intake and shipping out of the facility and anticipate needs in conjunction with the overall need of MNA Disaster Response. Depot operations are in a continual audit.

Inventory Control:

- Provide inventory control, ensuring inventory counts are conducted accurately and all audit requirements are excellently met on time with 100% accuracy.
- Ensure inventory when received and distributed is counted and reported accurately and promptly input into our inventory system.
- Assign appropriate storage locations for product, and ensure those assignments are carried out.
- Proactively communicate to the MNA Disaster Response Director about inventory and equipment needs.

Constituent Relations:

- Provide excellent customer service to our constituents including fellow MNA Disaster Response Specialists, PCA congregations and presbyteries, donors, and those we serve, etc. Everyone!
- Ensure all depot volunteers provide excellent constituent care. The Depot Manager must lead by example in providing exceptional service in all interactions.
- Assist in developing and implementing a recurring gift program.

- Create and present engaging presentations about the Dallas Depot to individuals, congregations, presbyteries, and foundations.
- Identify major donor prospects.
- Raise 100% of your own personal support as all MNA Disaster Response staff do.

General Depot Work:

- This position is a hands-on, active managerial position and will actively participate in general warehouse activities.
- This position must be able to represent the Dallas Depot to donors and the public within the Metroplex. This will include regularly attending church and presbytery gatherings, speaking to groups, accepting donations and being in photographs.
- Operate forklifts, skid-steer loaders, scissor lifts, pallet-jacks, etc., and other depot equipment with proper certification.
- Operate dually trucks and cargo vans to perform pickups and deliveries as needed.
- Oversee daily operations of the warehouse and in other activities as required or as assigned by the Director.
- Must be able to work in other warehouse locations as needed.
- Coordinate and collaborate with warehouse and other depot managers, as well as the Logistics Specialist, to assure that the depot is in a constant state of readiness to serve the needs of churches responding to those who are impacted by disasters.

Other:

- This job description in no way states or implies that these are the only duties to be performed by the employee incumbent in this position. The employee will be required to follow any other job-related instructions and to perform any other job-related duties as requested by any person authorized to give instructions or assignments. This document does not create an employment contract, implied, or otherwise, other than an 'at-will' relationship.

QUALIFICATIONS

Faith:

- Credible testimony of devotion to Jesus Christ and His Gospel, a desire for a life of holiness, and a passion to make Him known.
- A Christian whose life reflects maturing spiritual growth as evidenced by the fruit of the Spirit and knowledge of the basics of the faith.
- A member in good standing of PCA congregation; PCA ordination is a plus. (DE, RE, TE)

Minimum Required Education, Training, and/or Experience:

- Knowledge of key principles of MNA Disaster Response.
- Knowledge of, and the ability to work under PCA polity.
- Bachelor's degree from an accredited college or university or the equivalent managerial experience.

- A minimum two year's supervisory experience.
- Organizational and planning experience.
- Prior volunteer experience with MNA Disaster Response / MNA ShortTerm Missions
- History working with and supervising volunteers.
- Prior MNA Disaster Response and/or MNA ShortTerm experience is a plus.
- Experience in the operation of powered industrial trucks and other equipment.
- Ability to effectively and efficiently use basic computer applications.
- Accurately use basic math skills.

Skills and Abilities:

- Excellent communication skills: demonstrated ability to proactively communicate and build rapport; listen and react appropriately; give and receive constructive feedback; present written and oral information clearly
- Approaches duties with a sense of urgency.
- Excellent customer service and interpersonal skills.
- Exhibits a friendly, professional demeanor and respect of others' opinions and participation.
- Valid Texas driver's license.
- Strong organizational and information management with an attention to detail and accuracy.
- Ability to work independently and as part of a team.
- Ability to meet deadlines and manage multiple concurrent tasks.
- Ability to quickly learn new policies and procedures.

Desired Characteristics:

- Outgoing and communicative by nature.
- A motivated candidate who is exceptionally talented at multi-tasking physical, supervisory and administrative responsibilities with focus and attention to detail.
- Strong time management abilities.
- Strong problem-solving skills in a team approach.
- Proven ability to motivate others and foster an energizing, cooperative environment.
- Outgoing and communicative by nature.
- A motivated candidate who is exceptionally talented at multi-tasking physical, supervisory and administrative responsibilities with focus and attention to detail.

Essential Physical Requirements:

- Able to lift and carry materials weighing up to 65 lbs.
- Ability to safely drive pickup trucks, cargo vans, and tow trailers loaded with equipment
- The noise, temperature, and comfort level in the work environment is typical in a warehouse setting and can be moderate to extreme.

APPLICATIONS

To apply, please submit the following to Sherry Lanier – slanier@pcanet.org.

1. Application – [click here](#) for the Application for the Dallas Depot Manager.
2. Cover letter
3. Resume

This job description does not constitute a contract. Thank you for your interest.