



Position: Director of Share & Prepare Programs
Location: Remote
Reports to: Chief Operating Officer

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About SBP

SBP, a leading social impact organization focused on disaster resilience and recovery, **solves the challenges facing at-risk communities** and scales impact with a proven model that brings the rigor of business and innovation to reduce risk, create resilient communities and streamline recovery. By taking this holistic approach, SBP shrinks the time between disaster and recovery in three connected ways—prepare, shape and build:

1. SBP **prepares** individuals, communities and organizations to mitigate risk and speed recovery.
2. SBP **shapes** federal policy and system change and state and local disaster recovery programs to be more efficient and effective.
3. SBP **builds** resilient communities efficiently and effectively and shares our proven model and approach with others.

Position Summary

The Director of Share and Prepare will be responsible for refining the vision and achieving the goals of two complementary initiatives: 1) Prepare promotes the uptake in flood insurance and resilient building techniques in high-risk areas through direct trainings, campaigns and community-based outreach initiatives; 2) Share provides funding and training to NGOs that rebuild homes after disaster. You will report to the Chief Operating Officer and work closely with the Chief Development Officer and the Chief Strategy and Innovation Officer.

Responsibilities

- Build out and strengthen the network of NGO partners. Supervise the process to award funding, capacity building training, and AmeriCorps members to qualified NGOs in targeted communities. Promote preparedness and other advocacy initiatives through these partners.
- Supervise and strengthen the initiatives within Prepare including direct training to partners and communities, distribution of e-learning materials, campaigns via social media and other outlets, and community-based preparedness programs.
- Achieve fundraising targets with support from the Development Team.
- Supervise three full time staff members - Manager of NGO Partnerships, Share & Prepare Training Manager, and Share & Prepare Coordinator - with an opportunity to grow the team to meet the demand.

Performance Expectations

- Achieve key milestones and timelines
- Align work performance with SBP's core values
- Provide effective leadership for staff and be accountable for achieving departmental and organizational goals
- Translate broad goals into achievable steps and set and manage appropriate expectations
- Handle detailed, complex concepts and problems and make rapid decisions regarding management

and development issues.

- Plan and implement programs and meet deadlines
- Establish strong and appropriate relationships with staff, governing board, volunteers, donors, partners and the general community
- Maintain a flexible work schedule to meet the demands of executive management.
- Demonstrate initiative and work as a team player
- Adhere to the highest ethical standards in management, governance, and fund development
- Convey a professional and positive image and attitude regarding the organization and the not-for-profit sector
- Demonstrate commitment to continued professional growth and development

Qualifications

- Bachelor's degree and a minimum of 5 years' program management experience
- Executive leadership strongly preferred
- Fluency in Microsoft Office, Salesforce, and Google tools
- Must have excellent writing skills
- Be able to communicate clearly and effectively
- Strong time-management and organizational skills
- Creative and innovative
- Strong attention to detail
- Excellent organizational skills
- The ability to multitask
- Great interpersonal skills
- Pass a Criminal History Check to include sex offender registry, State Police, and FBI

SBP is building a diverse and experienced staff. The organization encourages multiple perspectives and experiences, supports a multicultural environment, and strives to hire and retain a diverse workforce that reflects the populations we work with and the communities where we work. Our hiring and business practices appreciate the strengths offered through different backgrounds.

SBP is an equal opportunity, affirmative action employer and is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.

It is the policy of SBP not to discriminate against any individual, person, or group on the basis of disability and the intent of SBP to address any complaints that may arise pursuant to Section 504.