



Position: Training Manager
Location: Remote
Reports to: Director of Share & Prepare Programs

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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 Training Manager will be responsible for delivering Prepare content to partners, stakeholders, and communities both pre and post disaster. This exciting role will focus on expanding and catalyzing SBP's disaster resilience training to ensure pre and post storm resilience. This outgoing team member will excel at delivering in-person and remote resilience training to help residents take key preparedness measures, small businesses and NGOs to protect their people, property, and operations, and SBP stakeholders in up-to-date mitigation and resiliency practices.

Responsibilities

- Build out the portfolio of partners to offer recurring preparedness trainings and e-learning content into their learning platforms.
- Conduct in-person and remote disaster resiliency training to homeowners, small businesses, and NGOs.
- Offer preparedness training to other SBP stakeholders (LPC course attendees, Share grantees, funders, etc.)
- Create, implement, and manage an effective tool to survey attendees that will assess if/how the training changed their knowledge of and behavior around preparedness.
- Establish and implement best practices to share post disaster training materials in impacted communities.
- Track and report all key training metrics and the outcomes of resilience training within SBP's Prepare Program.

Performance Expectations

- Achieve key milestones and timelines
- Align work performance with SBP's core values
- 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 3 years' program management experience
- Experience with developing and distributing eLearning content and integration into corporate learning platforms.
- 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.