

# Position Description



United Way  
of Palm Beach County

## Associate Director of Disaster Recovery

- Supervisor: Vice President of Volunteer Services
- Classification: Non-Exempt, Full-Time
- Date Revised: May 2018

## Purpose

Associate Director of Disaster Recovery will meet program objectives around Homeland Security, Emergency Management and Preparedness around Disasters and provide leadership in bringing donors, volunteers, community leaders, nonprofit organizations, interfaith community and other stakeholders to develop and implement long-term recovery and community disaster preparedness strategies as well as ensuring the continued development and relationships and resources to meet ESF15 responsibilities.

## Responsibilities

- Work in collaboration with Palm Beach County's Division of Emergency Management Coordinator.
- Participate in Long-Term Recovery Coalition meetings.
- Act as official Administrative and Fiscal Agent Liaison between United Way of Palm Beach County, Palm Beach County Emergency Management and Long-Term Recovery Coalition.
- Assist with coordinated local funder disaster relief efforts to aid nonprofit organizations as well as managing special funds, in-kind donations and other projects as they arise.
- Manage all disaster-related grants (and potentially other) grants, including preparing, tracking and reporting.
- Provide requisite financial data to Long-Term Recovery governing board and grant-related financial figures to assist with the budget development and tracking process.
- Assume Alpha shift at Emergency Operations Center during a disaster,
- Assist with coordination disaster relief efforts in the county post disaster.
- Build nonprofit capacity and create or expand local partnerships, including the faith-based community around Homeland Security and Disaster Preparedness.
- Recruit, screen, train, manage, evaluate and recognize volunteers in conjunction with the Volunteer Center.
- Maintain an accurate database of disaster related volunteers for future deployment.
- Attend monthly and as needed Emergency Management meetings with the EOC.
- Ensure Volunteer Reception Center is ready to go following a disaster as well as any Points of Distribution staffing if requested.
- Ensure staff have completed necessary Incident Command Trainings and are trained to staff the VRC.
- Maintain/update the internal disaster plan as directed.

- Work with Vice President of Volunteer Services, Sr. Vice President of Community Investment and Sr. Vice President of Finance and Operations to ensure that all staff have disaster related assignments.
- Assist with duties within the Community Investment division and others as assigned.

## Standards

- Ability to provide superior customer service to agencies, volunteers, staff and community members
- Ability to prioritize and manage multiple tasks simultaneously, implementing and completing projects within stated timelines
- Demonstrate initiative in following through independently with projects and tasks
- Demonstrate support of organizational objectives/initiatives, assisting as needed
- Demonstrate creative problem solving
- Demonstrate commitment to personal and organizational development

## Competencies

- Adaptability
- Client Focus
- Concern for Safety
- Continuous Learning
- Partnering
- Planning and Organizing
- Project Management

## Education/Experience

- Bachelor's degree preferred in Human Services, Social Science or closely related field
- A minimum of three years of experience in program development, management capacity, leadership experience of human services, planning and/or fundraising
- Budget oversight
- Experience working in a team environment, facilitating groups, and working with volunteers
- Ability to solve problems independently, effectively, creatively
- Flexibility and ability to work on multiple projects
- Knowledge of MircoSoft Office products including Word, Excel, Publisher and PowerPoint

## Physical Requirements

Some off-site travel visiting agencies and meetings throughout the community  
 Reliable transportation  
 Ability to perform the above responsibilities

***I have read and understand the position responsibilities and standards for my position.***

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 Employee's Signature

\_\_\_\_\_  
 Date

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 Supervisor's Signature

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 Date