



Position: Disaster Recovery Advisor
Location: Remote (with 25% – 50% travel)
Reports to: Chief Strategy & Innovation 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

SBP is hiring a Disaster Recovery Advisor who will lead SBP's work with State and local governments immediately after disasters. Qualified candidates will have detailed working knowledge of FEMA's IA and PA programs. Preferred candidates will have strong knowledge and interest in other FEMA-administered programs like BRIC, FMA, HMA, CDRZ, and more. This advisor will help SBP provide timely guidance to state and local government and private non-profit representatives before, during, and after disasters.

The Disaster Recovery Advisor must possess knowledge of the technical aspects of FEMA PA and IA grant programs and will be expected to exercise independent judgment in coordinating and advising state and local recipients/subrecipients within the limits of applicable Federal and State statutes, regulations, policies, and procedures.

Responsibilities

- Provide guidance, oversight, and general programmatic assistance to community leaders dealing with PA programs
 - Maintaining currency of and compliance with applicable state and federal grant management policies and procedures relating to the Public Assistance Grant Program
- Provide subject matter expertise directly related to the administration and management of various FEMA grant programs including IA, BRIC, FMA, HMA, and other future programs
- Assist in securing Advisory service opportunities for SBP in new communities
- Identify potential impacts/implications of policy changes to Federal/State/local programs and provide briefings as required
- Lead meetings and briefings with Government leaders and community stakeholders
- Make hazard mitigation determinations and recommendations to reduce or eliminate the chance of damages occurring in the future
- Develop, maintain, and implement plans and procedures associated with the effective and efficient delivery and monitoring of grant performance of the Public Assistance Grant Program
- Perform quality control review of assignments performed by other Disaster Recovery Specialists and Grants Management Specialists

Preferred Qualifications

- Demonstrated ability to interpret grant policy and procedures, to read and interpret grant guidelines and contracts, and to communicate effectively orally and in writing. The ability to assist with preparing written reports and conducting analysis.
- Experience within the commercial and/or public industries including, but not limited to, government entities/facilities (including military), medical facilities, schools, transportation (roads and bridges), coastal entities, water/waste treatment and utilities/power.
- Advance level knowledge of standard office procedures and intermediate computer operations to include a working and functional use (preferred intermediate to advanced) of all Microsoft Office applications including Word, Outlook, and Excel as well as smartphone /text usage
 - General understanding of google applications including google drive and docs
- Intermediate level ability to use provided IT tools and document management tools to create, organize and maintain project documents
- Professional Registration or Certification including Professional Engineer (PE), Registered Architect, Project Management
- Ability to conduct detailed cost estimates of damages

Requirements

- Five (5) years of experience with FEMA Public Assistance or other FEMA Grant Program
- Bachelor's degree from an accredited college or university with a major in engineering, public administration, emergency management, insurance, business administration, or related field.
 - An equivalent combination of training and experience may substitute for a degree.
- Understanding of the disaster damage assessment process to establish potential eligibility for FEMA funding and the extent of applicable damages
- Expert understanding of Public Assistance, 428, 404 and 406 Mitigation.
- Advance to expert level of knowledge of disaster recovery, emergency management and associated state/federal legislation with the ability to research and organize data.
 - Novice level ability to use provided IT tools and document management tools to create, organize and maintain project documents
- The ability to write reports, conduct analysis, and prepare/conduct briefings.
- The ability to develop and deliver training to support the recovery process.
- Advance to expert level experience using FEMA and State and Local grants management workflow software and documentation management systems at: the Federal (preferred FEMA), State, or Local Recipient/Subrecipient level.
- Ability to effectively communicate (written and orally) with team members and local, state and federal stakeholders.
- Ability to work independently with minimal supervision as well as within a team framework to accomplish objectives under a tight deadline
- Able to remain flexible and adapt quickly to changes during each assignment
- Able to satisfactorily pass a Criminal History Check to include sex offender registry, State Police, and FBI
- Must be fully vaccinated against COVID-19 to CDC guidelines and able to provide vaccination documentation

Salary based on experience. Salary range: \$110,000 - \$160,000

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.