



**Position:** Disaster Resilience and Recovery Fellow  
**Location:** Eastern Kentucky / Hazard, KY Area  
**Reports to:** Resilience and Recovery Fellows Program Director

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### About SBP

SBP, a social impact organization focused on disaster resilience and recovery, **overcomes 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:

**Preparing** individuals, communities, and organizations ahead of disasters to mitigate vulnerabilities

**Shaping** the disaster sector's systems, policies, and programs

**Building** resilient communities

By taking this holistic approach, SBP shrinks the time between disaster and recovery, securing a brighter future for those impacted by disasters.

### Position Summary

SBP's Resilience and Recovery Fellows Program provides capacity and capability to rural regions vulnerable to repeated natural disasters. The fellow must be willing to become a technical expert on various disaster recovery and mitigation grants. SBP will provide training and assistance, but the fellow must be self-disciplined and self-motivated. The fellow must collaborate, cooperate, and coordinate their actions with numerous local and regional government officials and key community and non-profit leaders. The fellow will identify available resources for disaster-impacted communities and resources that will mitigate against future damage and work with local and regional officials to obtain those resources. This includes grant writing and all associated grant administrative tasks. The fellow will represent the interest of the community and region, working with numerous stakeholders to provide change resources and ensuring the grants have their intended impact throughout the region.

The **ideal candidate** has **public administration experience** launching a program that was created from nothing, has experience in **stakeholder engagement and coalition building**, and has deep familiarity with **federal grant management and regulations** for a variety of funding sources such as CDBG, CDBG-DR, CDBG-MIT, HOME, ARPA, EAA, BRIC, FMA, and HMGP. This position is remote with extensive travel within the Kentucky River Area Development District counties, as such, candidates must live in or be willing to relocate to Eastern Kentucky.

### Responsibilities

- Serves as an ambassador for SBP on resilience and recovery activities in the community
- Identifies potential resilience projects that would benefit low-income communities and communities of color and prioritize projects based on impact and feasibility
- Develops a clear view of available financial resources, including Federal, State, private and charitable support, for meaningful local projects and connects dots to creatively meet resource requirements and implement projects
- Works with community leaders to ensure local voices are heard and community input is represented in resilience/preparedness/recovery planning and projects
- Influences natural disaster recovery behavior with a focus on providing resources and assistance to low-to-moderate income communities

- Engage with all stakeholders (government, public, and SBP senior staff) to capture the positive impacts of the program to better support the expansion of the Resilience and Recovery Fellows model to other underserved, disaster-impacted communities.
- Collaborates closely with SBP's Government Advisory services team to achieve community and organizational goals
- Coordinates SBP and other resources to add value to natural disaster response and recovery
- Trains others, internally and externally, in the key areas associated with natural disaster response and recovery
- Attends specific courses, conducting self-study, and individual professional development with the goal of becoming an expert in the broad areas of natural disaster recovery and resilience

### **Requirements**

- Minimum of five (5) years of related, progressively responsible work experience. Recent documented experience administering Federally funded resilience and mitigation grants
- Grant writing experience preferred
- Candidates must have excellent interpersonal skills including but not limited to verbal and written communication, organizational, negotiation, and leadership skills as well as have great attention to detail
- Comfortable with ambiguity and uncertainty; the ability to adapt nimbly and lead others through complex situations
- Possess a high degree of integrity and forethought in their approach, the ability to act in a transparent and consistent manner
- A risk-taker who seeks data and input from others to foresee possible threats or unintended circumstances from decisions; someone who takes smart risks
- Project management skills: the ability to multitask, problem-solve, prioritize, delegate, and create systems and processes
- Solid relationship management skills enhancing internal organizational relations and external community interactions
- Proficient with MS Office (Excel, Word, PowerPoint)
- 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

### **Performance Expectations**

- Able to juggle multiple, competing priorities in a fast-paced environment
- Exceptionally self-motivated and curious
- High level of personal accountability
- Align work performance with SBP's core values
- Detail-oriented with strong troubleshooting, analytical and problem-solving abilities
- Superior work ethic and high energy level
- Desire and ability to work, grow and learn in a startup environment
- Plan and meet deadlines
- Maintain a flexible work schedule to meet the demands of executive management
- Demonstrate initiative and work as a team player
- 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
- Ability to understand and engage diverse audiences and new target markets

*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 by 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.*