



**Position:** Fellows Group Manager  
**Location:** Remote, with travel  
**Reports to:** Fellows Assistant Director

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### About SBP

SBP, a 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.

SBP does this 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 Fellows Group Manager will oversee 5-7 Disaster Resilience and Recovery Fellows, ensuring that each Fellow meets the program goals and objectives. For each Fellow these include:

- Understand current community and regional disaster and climate risk, identifying resilience and mitigation project opportunities
- Raise and effectively implement supportive funding (\$5,000,000 per Fellow in 2-year term)
- Focus on project execution and identifying specific resource gaps and technical assistance needs that will help to achieve local resilience and mitigation priorities

The perfect candidate for a Fellows Regional Manager will have extensive knowledge of and applicable experience applying for and/or leading FEMA Mitigation programs, HUD recovery programs like CDBG-DR and CDBG-MIT, Federal Crosscut requirements, grant writing, and/or affordable housing programs. Fellows Group Managers must have previous experience in a supervisory role and be capable of leading toward program outcomes even in moments of ambiguity.

### Responsibilities

- Serve as day-to-day leader of the Fellows you have been asked to oversee. This includes ensuring they achieve their goals.
- Align Fellows progress with the Fellows Assistant Director and SBP overall goals of the Fellows Program.
- Ensure Fellows understand regional and local risks, identify public and private stakeholders, review current applicable plans in place, and assess and document gaps.
- Report progress to goals, local partnership updates, and any critical issues to SBP leadership in a timely and informative manner.
- Identification of local, state, and federal funding and assist state, regional, and local governments in developing and implementing hazard mitigation and resiliency projects.
  - Each fellow must access or influence a minimum of \$5,000,000 in funding in a 2-year term.

- Help Fellows achieve SBP scorecard goals related to sharing our model with other non-profits, municipalities, non-government, and volunteer organizations to increase capacity and efficacy, as well as preparedness initiatives each year in their community.
- Identify Fellows' opportunities for future employment in the community they serve, and plan a smooth transition into full-time employment.
- Coordinate with the Fellows Assistant Director on reporting, metrics, priorities, and regional opportunities.
- Identify potential opportunities to implement additional SBP services/interventions within fellow communities before, during, and after disasters.
- Produce weekly and monthly written progress reports.
- Occasionally support other Fellows outside of your region should you have expertise in a particular area.

### **Qualifications**

- 5 years of management experience in the Disaster Recovery/Mitigation/Resilience field.
- SME in any or all of the following: FEMA Mitigation grants, CDBG, CDBG-DR/MIT, Federal Community Development Investment, and/or affordable housing development programs.
- Project management and advisory services experience including but not limited to setting and enforcing performance metrics, timeline milestones, and deliverables.
- Excellent relationship management skills enhancing internal organizational relations and external community interactions.
- Organized and detail-oriented with exceptional written, verbal, and interpersonal communication skills.
- Ability to take complex regulations, grant opportunities, and community dynamics and translate them into understandable ideas and priorities.
- Experience in program development at the State or local level including but not limited to grant application processes, project development, funding award process, and project outcomes.
- Comfortable with ambiguity and uncertainty; the ability to adapt nimbly.
- High degree of integrity and forethought in their approach, and the ability to manage employees transparently and consistently.
- Strong attention to detail and ability to manage multiple projects and employees at once.
- Able to satisfactorily pass a Criminal History Check to include sex offender registry, State Police, and FBI.
- Valid driver license and reliable transportation.

### **Performance Expectations:**

The individual is expected to:

- Act as a supporting leader and mentor in order to help Fellows achieve their goals.
- Model curiosity and positivity in the face of challenges.
- Be extremely driven with a strong work ethic and high energy level.
- Focus on Fellows' achievement of key milestones and timelines.
- Representation of success and challenges to Fellows Assistant Director, SBP Leadership, and when requested, external partners or Fellows donors.
- Align work performance with SBP's core values.
- Implement strong written and verbal communication and interpersonal skills.
- Troubleshoot challenges with strong analytical and problem-solving abilities.
- Help set and manage appropriate expectations within the Fellows program.

- 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.

Salary Range: \$80,000K-\$110,000K

*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.*