



**Position:** Program Administrator – Florida RAF  
**Location:** Florida, Remote Considered  
**Reports to:** Executive Director – Florida RAF

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SBP is an award-winning, innovative nonprofit organization that shrinks the time between disaster and recovery. A leader in volunteer-driven, post-disaster rebuilding; SBP educates, advocates and improves the disaster recovery sector so that we can collectively achieve more for communities. With a team of 80+ staff and 240 AmeriCorps members, SBP has rebuilt more than 1,800 homes and strengthened 60+ communities across 17 states and Puerto Rico.

SBP's vision is to embrace constant improvement, community-wide collaboration, and clear benchmarks to reduce human suffering caused by the tolls of delay in recovery. By pairing resilience training with recovery operations, we strive to reduce the need for our rebuilding services over time by increasing preparedness among vulnerable communities.

SBP encourages individuals who are hungry for change and eager to innovate to join our team so that we can change the future of disaster recovery together.

### **Position Summary**

The Florida Recovery Acceleration Fund (RAF) Program Administrator will be responsible for multiple aspects of administrative and project support for the RAF construction team. Through partnership with other program staff and management of program procedures, the RAF Program Administrator will ensure the accomplishment of the RAF program's objectives.

### **Responsibilities:**

- Ensure RAF's continued compliance with the State's and HUD's CDBG-DR policies and procedures through consistent tracking of ongoing developments and policy changes
- Participate in routine audits of RAF processes to evaluate their effectiveness and provide recommendations for adjustments where necessary
- Oversee construction transactions and their input into the system of record.
- Manage the efficient scheduling of subcontractors as directed by the Construction Project Management team
- Coordinate all required permit filings and inspections with the various County agencies across the state, as well as the State CDBG-DR program
- Maintain accurate electronic construction files, GANTT style charts, whiteboards, or other tracking documents
- Maintain an accurate filing and record keeping system for all construction statements and

program documents.

- Ensure warranty response
- Compile, review, verify, and process statements of work, change orders and invoices associated with completion of housing rehabilitation and reconstruction projects for eligible clients in accordance with reimbursement requirements
- Track and receive all approved client loans and reimbursements to ensure timely payment
- Assist the Director of Construction and Construction Project Managers in all aspects of construction administration as required
- Assist the Executive Director with all reporting, financial analysis and other program oversight activities

**Qualifications:**

- Four-year university degree or equivalent combination of education and experience
- 3 years' experience in construction administration, program compliance, project management or similar
- Excellent written, oral communication and interpersonal skills; ability to listen and assess the interests of various audiences and communicate ideas in person or in writing in a clear and articulate manner to compel individuals to action
- Proven track record of delivering on goals and meeting metrics
- Working knowledge of all facets of a CDBG-DR housing program
- Moderate experience with Microsoft Office and/or Google Suite
- Able to satisfactorily pass a Criminal History Check to include sex offender registry, State Police, and FBI
- Valid Driver's license and reliable transportation (will be required to travel across Florida)
- 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
- Top-notch written communication and interpersonal skills
- 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

Salary Range: \$50,000K - \$60,000K (based on experience)

*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.*