



**Position:** Program Director, Prepare Program  
**Location:** Remote  
**Reports to:** Chief Operating Officer

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### **About SBP**

SBP, a social impact organization focused on disaster resilience and recovery, **solves the challenges facing** SBP is a national disaster recovery and resilience organization that ensures under-resourced disaster survivors and communities of color access a predictable and equitable recovery. We accomplish this goal by:

**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**

The Program Director is responsible for the strategy, development, and execution of the Prepare Program, which reduces the impacts of disaster before they occur. The program is designed to protect Americans in high risk, high need communities against floods and wind events in three key ways: a) increasing awareness of disaster risks and hazards; b) identifying practical and affordable ways to reduce risk; and c) closing the protection gap by promoting insurance uptake.

This program currently offers an array of methodologies to promote preparedness – through online learning modules, through webinars and in person trainings and through media and social media campaigns. SBP is looking to hire a Program Director who will strengthen and expand the existing offerings and beta test new modalities to increase the scale and efficacy of the program.

The Program Director will report to the Chief Operating Officer and work closely with the Chief Strategy and Innovation Officer.

### **Responsibilities**

- Develop and implement a strategy to achieve the goals and objectives of the program and incorporate big bets to exponentially scale the program's impact
- Incorporate best practices that will strengthen the activities, trainings, offerings and delivery methodology and significantly move the needle on preparedness and risk mitigation behaviors across multiple high risk, high need communities
- Develop assessment tools to assess the efficacy of the program
- Build and strengthen our network of partners and communities accessing the Prepare programs
- Work with the COO and Chief Strategy Officer to align the Prepare strategy with other learning offerings that SBP provides

### **Requirements**

- Bachelor's Degree and minimum of 7 years of experience in disaster preparedness, response or

- recovery, risk mitigation, community development, behavior change, capacity building
- Minimum of 5 years of program design, development and implementation experience preferred
  - Minimum of five years of leadership and management experience, executive leadership strongly preferred
  - Fluency in Microsoft Office, Salesforce, GIS Mapping and Google tools
  - Excellent writing skills and an ability to communicate clearly and effectively
  - Strong time-management and organizational skills
  - Creative and innovative
  - Pass a Criminal History Check to include sex offender registry, State Police, and FBI
  - Must be vaccinated against COVID-19 per CDC guidelines and able to provide proof of vaccination

### ***Performance Expectations***

- Possess a keen ability to cause transformational growth of the programs by bringing an entrepreneurial approach and infectious enthusiasm for the mission and goals
- Align work performance with SBP's core values and have a strong commitment to achieving and exceeding key milestones and timelines
- Promote excellence and innovation and a flexible mindset
- Build a high achieving culture focused on problem solving, scaled impact and accountability for meeting individual, departmental and organizational goals
- Effectively prioritize workflows and activities in a fast-paced work environment
- Embrace a flexible mindset, creativity and problem solving
- Establish strong and appropriate relationships with staff, governing board, volunteers, donors, partners, and the general community
- Adhere to the highest ethical standards in management, governance, and fund development
- Convey a professional and positive image and attitude regarding the organization and the not-for-profit sector
- Demonstrate a commitment to continued professional growth and development

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.