



Position: Share Program Associate
Location: Remote
Reports to: Manager of NGO Partnerships

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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 seeks a Program Associate for the Share Program which fills critical gaps in post-disaster communities nationwide by providing funding, training, and capacity building to nonprofit partners. The Share Program team works closely with local and national organizations to share our best practices - taught to us through partners like Toyota, and UPS - and train organizations on SBP's innovative and effective rebuilding model. Through our expertise and consulting support, our partners are equipped to address the many real-world challenges commonly encountered by homeowners, community leaders, and organizations in preparing for and responding to disasters.

The Program Associate will support the vision and goals of the SHARE program by providing programmatic and administrative support, conducting research and outreach and maintaining relationships with partners and grantees.

Responsibilities

Program and Administrative Support

- Update and maintain program data using internal tracking tools.
- Update and maintain Salesforce records for all grantees.
- Collect and analyze monthly survey check-ins from current SHARE grantees
- Monitor grantee compliance on required training and certifications.
- Coordinate and attend calls, meetings and trainings in disaster impacted areas and remotely.

Research

- Identify “Blue Sky” contacts in target states and develop appropriate marketing pieces to share with these organizations.
- Identify potential funding opportunities.

Outreach/Maintaining Relationships

- Schedule and participate in check in calls.
- Answer questions related to current and new grants and trainings.

- Gather client stories and testimonials.

Qualifications

- Bachelor's or Associate's degree in emergency management or related field
- 1-2 years of disaster response experience or related field.
- Experience with grants management and/or project management.
- Ability to travel to conduct in-person meetings or trainings.
- Ability to lead trainings for nonprofits, partners, and volunteers.
- Experience working effectively with volunteers, team members, and nonprofits with diverse skillsets and backgrounds.
- Detail-oriented with high attention to quality and accuracy.
- Excellent written and verbal communication skills with a focus on customer service.
- Proficiency with Google Workspace, specifically sheets, Microsoft Office and Salesforce

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 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.