**Position: Executive Director**

**Location: Southwest Louisiana**

**Reports to: Chief Recovery Officer**

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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

# The Executive Director will manage the day to day activities of SBP’s SWLA operations to achieve annual production goals and outcomes. Reporting to the Chief Recovery Officer, the Executive Director (ED) will have overall strategic and operational responsibility for SBP’s staff, programs, expansion, and execution of its mission.

# Responsibilities

**Leadership and Management**

* Ensure ongoing local programmatic excellence, program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timeliness and resources needed to achieve the strategic goals.
* Meet annual benchmarks and achieve goals articulated by Chief Recovery Officer and COO.
* Actively engage and energize SBP volunteers, board members, event committees, partnering organizations, and funders to meet articulated goals and objectives.
* Develop, maintain, and support a local advisory board: recommend board involvement with strategic direction for both ongoing local operations as well as relevant national opportunities.
* Lead, coach, develop, and retain SBP Texas team members. Ensure effective systems to track progress, and regularly evaluate program components to measure successes that can be effectively communicated to the board, funders, and other stakeholders.
* Direct the operations of the site as they relate to achieving the goals of the AmeriCorps grant and provide leadership, support and supervision to the site’s AmeriCorps Members.

# Planning & New Business

* Maintain current partnerships and cultivate new partnerships with local and national funders, political and community leaders.
* Where necessary, assist the COO in the strategic business planning/staffing process for SBP’s expansion into new markets.
* Be an external local and national presence that publishes and communicates program results with an emphasis on the successes of the local program as a model for regional and national replication.
* Coordinate and conduct regular communication between operating sites to ensure operating sites are sharing and implementing best practices and lessons learned for various departments (volunteer recruitment and engagement, client services application and eligibility, construction coordination, etc.)
* In coordination with the COO, operating site directors will provide practical and strategic support and guidance to operating sites and new target communities. Directors must be comfortable sharing their experiences with other directors- both success and failure.

# Financial Performance and Viability

* Develop resources sufficient to ensure the financial health of the operating site.
* Assist in planning and development of annual operating budget.
* Operate within the approved budget to ensure maximum resource utilization and ensure positive financial position for the operating site.
* Support the Development Manager’s fundraising goals and efforts as needed.

**Grants Management and Compliance**

* Adhere to all program guidelines and contracts set forth by funding partners. Prepare reports as needed.
* Ensure proper file management/ document collection.
* Ensure accuracy of Salesforce entries and documentation for operational and CNCS purposes.
* Work with the development team to source and apply for available grants.

# Performance Expectations

* Achieve key milestones and timelines
* Align work performance with SBP’s core values
* Accountable for achieving departmental and organizational goals
* Translate broad goals into achievable steps and set and manage appropriate expectations
* Handle detailed, complex concepts and problems and make rapid decisions regarding management and development issues.
* Plan and implement programs and meet deadlines
* Establish strong and appropriate relationships with staff, governing board, volunteers, donors, partners, and the general community
* Maintain a flexible work schedule to meet the demands of executive management.
* Demonstrate initiative and work as a team player
* Adhere to the highest ethical standards in governance and fund development
* 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

# Qualifications

* Bachelor’s degree and a minimum of 5 years’ management experience
* Executive leadership required
* Fluency in Microsoft Office, Salesforce, and Google tools
* Must have excellent writing skills
* Be able to communicate clearly and effectively
* Strong time-management and organizational skills
* Creative and innovative
* Strong attention to detail
* Excellent organizational skills
* The ability to multitask
* Great interpersonal skills
* Pass a Criminal History Check to include sex offender registry, State Police, and FBI

*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.*