



**Position:** Manager of NGO Partnerships  
**Location:** Remote  
**Reports to:** Director of Share & Prepare Programs

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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 Manager of NGO Partnerships will manage the existing portfolio of NGO partners and identify additional partners in disaster-impacted communities. This team member will work with NGOs to bring SBP's Share and Prepare model to communities to ensure resiliency post disaster and a prompt, predictable, and efficient recovery post disaster.

### ***Responsibilities***

- Identify communities and NGOs in which to run the Share program, award, and manage grants to partners.
- Strengthen the existing Share training curricula and offer training to NGO partners with the goal of building their capacity and capabilities.
- Build a network of NGOs that are dedicated to bringing SBP's Prepare training to their communities and want to support our Advocacy initiatives.
- Effectively track key Share and Prepare Program data and report program metrics to SBP stakeholders.
- Cultivate partner relationships through timely impact reports and regular touchpoints.
- Manages grant related administrative processes.

### ***Performance Expectations***

- Achieve key milestones and timelines
- Align work performance with SBP's core values
- 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 management, 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 3 years' project management experience
- 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.*