The Outer Banks Community Foundation is now accepting applications for a Disaster Relief Coordinator, which will be a one-year, part-time position (28 hours per week for 12 months). The DRC will oversee the Community Foundation’s continued long-term recovery work following Hurricane Dorian, and will lead our efforts to develop a strategic plan for future relief efforts, in coordination with multiple partners.

The DRC will fill a facilitative, leadership role at the Community Foundation, convening stakeholders, assessing needs, managing grants, and evaluating relief efforts. We are looking for applicants with exceptional written and verbal communication skills, experience in building partnerships and managing projects, a high degree of self-motivation, an orientation toward strategic thinking, and outstanding interpersonal and diplomatic skills. The ideal candidate will have direct experience in the nonprofit sector and in disaster relief work.

To apply, please email your résumé and cover letter in PDF format to LCosta@obcf.org. Please specify “Disaster Relief Coordinator” in the subject line of your email. We wish to fill this position as quickly as possible, and we will be reviewing resumes and interviewing applicants on a rolling basis. For more information, visit our website at www.obcf.org. Please, no phone calls.

**GENERAL RESPONSIBILITIES**

**Oversee long-term work of supporting the recovery of Dorian-affected households.**

- Manage an existing grants portfolio with a focus on temporary housing for storm victims, home repairs and rebuilds, and community mental health initiatives.
- Monitor grantees’ progress in terms of milestones, timelines, budget, and project objectives. Examine grantee financial documents and reimbursement requests.
- Communicate frequently with grantees and community members to understand evolving recovery needs. Make timely adjustments to recovery efforts and grants as needed.
- Manage a small docket of additional long-term recovery grants. Identify potential grantees, conduct due diligence, develop grant-making process, and develop funding recommendations.
- Track and evaluate overall recovery efforts, and identify gaps and continuing community needs. Prepare quarterly reports for Community Foundation leadership.
- Develop one-year and two-year progress reports to major funders of the Community Foundation’s disaster relief funds.
- Create periodic communications for individual donors, partners, media, and other stakeholders, for platforms including social media, website, print publications, and e-newsletters.

**Facilitate the development of a strategic plan to guide future relief efforts, focusing on fundraising and fund distribution to support nonprofits and disaster-impacted households.**

- Examine prior disaster relief efforts to ascertain lessons learned, unmet needs, and opportunities for improvement. Glean feedback from partners, donors, volunteers, community leaders, clients, and other key stakeholders.
- Research best practices and innovative systems in disaster relief fundraising and grant-making, tapping other community foundations, funders, nonprofits, and the Center for Disaster Philanthropy. Identify and train Community Foundation staff on replicable ideas.
- Facilitate strategy sessions with the Community Foundation board and staff to identify the organization’s internal values, priorities, and principles. Use this feedback to guide partnership-building and coordinated planning.
- Identify human and material resources that are needed for future effective disaster response, both within the Community Foundation and in the community at large. Research and identify funding opportunities to cover operational costs of the Community Foundation and our disaster relief nonprofit partners.
- Convene partner agencies, including local and national nonprofits, churches, volunteer groups, and government agencies, to develop a coordinated workplan and unified communications and fundraising strategy. The focus should be on fundraising and fund distribution to support nonprofits and disaster-impacted households. The objective is to have all stakeholders working in concert, communicating a clear and consistent message to the public, and raising and distributing the necessary financial resources to help nonprofits on the ground and individual disaster victims.
- Identify opportunities to incorporate mitigation and resilience-building measures into recovery plans and implementation. The goal is to minimize the community’s risk to all hazards and make the Outer Banks safer, stronger, sustainable, and more resilient from any man-made or natural hazards. Identify the role of nonprofits and grant-makers in this work.
- Promote inclusiveness in relief and recovery work, ensuring that Community Foundation dollars are available to diverse communities and to all disaster impacted individuals, particularly individuals with disabilities, low-income families, individuals with limited English proficiency, seniors, at-risk children, and members of underserved populations.
- Finalize strategic plan with the Community Foundation board, and with partner organizations. Finalize memos of agreement with partners as needed.
- Serve as the Community Foundation thought leader with nonprofits and government agencies involved in disaster. Interface with community leaders, corporations, businesses, and nonprofits.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities and duties required.

**DESIRED SKILLS AND TALENTS**
- Four-year college degree required.
- Minimum five years’ work experience, preferably with a foundation, nonprofit, and/or related government agency.
- Experience with disaster relief and/or with the Outer Banks nonprofit sector is highly beneficial but not required.
- Outstanding written and verbal communication skills. Fluent Spanish speakers are strongly encouraged to apply.
- Strong analytical orientation and skills. Ability to create and analyze spreadsheets and budgets. Ability to analyze financial statements and reimbursement documents to a high degree of detail.
- Outstanding interpersonal and diplomatic skills. Ability to build trust and rapport with a broad range of people from a variety of backgrounds.
- Maturity of judgment, and exceptional degree of self-motivation and self-sufficiency. Personal initiative, including the ability to proactively identify and prioritize tasks.
- Strong project management and organizational skills.
- Experience with convening and facilitating meetings, and experience with strategic planning.
- Strong computer skills, with proficiency in Microsoft Windows and the Microsoft Office Suite, including Outlook, Word, and PowerPoint, and strong skills in Microsoft Excel.
- Commitment to and enthusiasm for the mission of the Outer Banks Community Foundation, and a passion for serving our community.
- Satisfactory background check, drug test, and references.

**COMPENSATION AND BENEFITS**

The DRC is expected to work 28 hours per week and may work from the Community Foundation office in Southern Shores. Some hours may be worked remotely if candidate is located on Hatteras or Ocracoke Island. Weekly hours are flexible with advance notice. This position reports to the Executive Director of the Community Foundation.

This position is grant-funded, and the pay is $21.63 per hour. Benefits include paid vacation, sick, and holidays; training opportunities; a cell phone allowance; and employer match toward a SIMPLE IRA.

**ABOUT THE COMMUNITY FOUNDATION**

Based in a historic flat top cottage in Southern Shores, the Outer Banks Community Foundation is a 501(c)3 nonprofit charitable organization that connects people who care with causes that matter. The Community Foundation manages $20 million across 200 charitable funds for individuals and agencies, awards grants to local nonprofits, administers 50 scholarship programs, and provides tailored services to help donors pursue their charitable interests. Since its inception in 1982, the Community Foundation has awarded more than $10 million in grants and scholarships to local nonprofits and students. The Outer Banks Community Foundation is an equal opportunity employer. It is our policy to make all hiring and other employment decisions without regard to an individual’s sex, race, national origin, religion, pregnancy, marital status, sexual orientation, ethnicity, age, or physical or mental disability.