**Rural Community Assistance Corporation**

Job Description

***Disaster Recovery Project Manager***

**Classification:** *Grade 11* **Department:** *Housing Programs*

**Status:** *Exempt* **Supervisor:** *Disaster Recovery Program Manager*

**Organization**

Founded in 1978, RCAC is a 501(c)(3) non-profit that provides training, technical and financial resources and advocacy so low-income rural communities can achieve their goals and visions. Our dedicated staff and active board are working to make our vision of vibrant, healthy and enduring rural communities a reality across the West.

**Housing Department**

The Housing Department provides technical support to local organizations working in a variety of housing programs.

* The Development Solutions program works with organizations to develop and manage affordable rental and homeownership housing.
* The Homeownership Solutions program supports a network of approximately 48 self-help housing agencies,
* The Housing Counseling program is a HUD intermediary for 18 groups and provides training to housing counseling agencies
* A newly created Disaster Recovery Services program.
* A newly created Single Family Housing program, to promote homeownership in rural communities

**Position Description**

This position will be as a full-time project manager focused on Disaster Recovery Services (DRS) programmatic work.

This new position in this new program will work under the Disaster Recovery Services Program Manager to assist local communities in preparation for, mitigation against, or pre-/post-disaster planning for recovery from large-scale natural disasters. This includes conducting independent studies, resolving issues and assisting consensus building.

Because this is a new program, this position will work with other DRS staff and support the Coordination Group to create systems, procedures and plans which will guide the work of the department. The basic guiding document will be the Disaster Recovery Services Business Plan, approved by RCAC’s Board in August of 2021. This program is likely to utilize a mixture of matrixed staff from other departments/program as well as new program staff, to be hired at a later, undetermined date.

**Specific job goals, objectives and tasks are established for each employee as part of the annual evaluation process.** **Duties and responsibilities include but are not limited to:**

* Collaborate with state and federal governments and stakeholders to identify all applicable resources and financial support
* Work closely with recovery leadership at all levels to ensure well-coordinated, timely, well-executed recovery
* Coordinate and prioritize recovery actions among local government, recovery organizations and initiatives
* Develop an accessible communications strategy
* Coordinate data gathering, assessments, and analysis
* Participate in activities with partners
* Organize recovery planning process, directs, plans and manages the process responsible for the overall policies and programs of the community-based effort
* Ensure inclusiveness in recovery process, attends community meetings and seeks input from a diverse group of community, internal and regional stakeholders to create policies and programs to meet the needs of the community
* Develop and implement preparedness, mitigation, or recovery projects progress measures and communicate any adjustments needed
* Set well-defined activities, outcomes, and benchmarks and milestones to actively manage preparedness, mitigation, or recovery planning processes;
* Evaluate and adjust preparedness, mitigation, or recovery plans progress, communicating progress to the community, and regularly revise plans, timelines, and milestones as needed throughout plan implementation.
* Communicate community priorities to state and federal government;
* Integrate mitigation, resilience, sustainability, and accessibility into all plans and efforts;
* Ensure plans are publicly supported, actionable, feasible
* Work to educate constituents, gather feedback on key issues
* Identifies all financial resources specific to each project

**Skills and Qualifications**

* Experience implementing emergency management, mitigation, and/or disaster recovery planning programs in coordination with stakeholders and subject matter experts
* Strong organizational and administrative skills with the ability to prioritize a dynamic work program
* Understanding of project management and budgeting principles
* Ability to troubleshoot, innovate and problem-solve
* Must understand and interpret federal and state eligibility requirements, including HUD program regulations for housing and non-housing programs;
* Must be able to work independently and in a team environment in the analysis, formulation, development, and delivery of material and results
* Must be able to ensure programs are operating in compliance with all applicable laws, regulations, and policies
* Must understand FEMA Duplication of Benefits regulations
* Ability to communicate effectively and be comfortable interacting with the public, elected officials, agency personnel, external government agencies;
* Excellent written, verbal communication, and listening skills are necessary
* Facilitation, mediation and meeting management skills
* Knowledge of public policy processes, methods and practices;
* Proficiency with personal computers including Microsoft Office
* Have a flexible style, and be able to immediately adapt to changing priorities;
* Familiarity with rural and tribal community culture and social norms preferred;
* A working knowledge of HMGP Mitigation Assistance, FEMA 404 and 406 funding is also preferred.

**Working Relationships:**

* Collaborates internally with DRS & RCAC staff; Collaborates externally with local government staff, elected officials, stakeholder groups, citizen committees, funders and NGO’s regarding implementation of the preparedness, mitigation, and/or recovery policies and projects;

**Physical Job Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable persons with disabilities to perform the essential functions.

Work performed in an office requires ability to operate computers and various pieces of office equipment, including telephone. Use may be moderate (average two hours per day) to heavy (four or more hours per day)

While performing the duties of this position, the employee is frequently required to stand and/or sit for prolonged periods of time; walk; talk; hear; use hand to finger; handle; feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.

The employee may occasionally lift and or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

This position also requires moderate (up to two days per month) to heavy (up to 10 days per month) automobile and airline travel, including overnight travel.

**Preferred Education and Experience:**

A combination of experience and education is necessary to qualify for the position. A typical qualifying combination may include:

Experience:

Minimum of five years of experience\*[[1]](#footnote-1) in planning, economic &/or community development or public administration at a leadership level.

Preferred Education:

BS/BA in relevant and related planning, public administration/policy disciplines required; Master’s degree preferred (additional qualifying experience may be substituted).

**Special Requirements:**

Possession of a valid driver’s license and proof of insurance that meets the minimum requirements ($100,000/$300,000) of RCAC corporate liability policy will be required when traveling for business purposes.

*RCAC is an equal opportunity employer and considers all employees and job applicants without regard to race, religion, color, gender, sex, age, national origin, disability, veteran status, sexual orientation, gender identity or marital status, or any other status protected by law. RCAC strives to reflect the diverse constituencies that the organization serves.*

1. Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional, philanthropic, religious, spiritual, community, student, social). [↑](#footnote-ref-1)