



## **DISASTER RECOVERY PROGRAM MANAGER**

**Reports to the Disaster Recovery Senior Director**

**Full time, exempt, 37.5 hours per week**

**Salary Range: \$45,000 - \$50,000 per year**

A generous benefit package includes vacation, holiday and PTO leave, health, dental and life insurance, and a SEP retirement plan.

### **Overview**

United Way of Henderson County (UWHC) has organized and mobilized community resources to improve the lives of Henderson County, North Carolina residents since 1953. UWHC brings together partners from businesses, education, government, faith-based, and nonprofit organizations to work toward common goals, resulting in a better quality of life for all.

In the wake of Hurricane Helene, UWHC has been serving our mission at an elevated capacity to meet the new and expanded needs to organize and mobilize community resources, which include:

- Mobilizing significant amounts of supplies and organizing hundreds of volunteers (more than 1,500 volunteer shifts serving 6,600 volunteer hours to support response and recovery efforts);
- Coordinating nonprofit inter-agency communication across Henderson County to create essential communication channels, ensure resources get where they are most needed, and identify gaps in available resources; and
- Organizing and mobilizing local nonprofit partners and equipping them with the information and resources needed for effective community response.

UWHC has been a key partner in creating the Disaster Recovery Partnership (DRP), the long-term recovery group formed in response to the devastation Hurricane Helene wrought in Henderson County. The DRP's mission is to unite and empower Henderson County communities in the face of disasters by promoting effective information sharing, simplifying access to critical resources for individual and families, and collaboratively addressing unmet needs.

**UWHC is hiring a Disaster Recovery Program Manager to support the DRP's mission and work.** The Disaster Recovery Program Manager will work closely with the Disaster Recovery Senior Director and the Disaster Case Management Lead. UWHC has agreed to serve as the DRP's fiscal sponsor through December 31, 2026 and will hire and support DRP staff during this transition period.

### **Main Duties:**

The Disaster Recovery Program Manager will:

- Participate in DRP committees including but not limited to the Disaster Case Management Committee, the Construction and Volunteers Committee, the Advocacy, Outreach, and Inclusion Committee, and the Behavioral Health and Wellbeing Committee;
- Provide staff support for the Construction and Volunteers Committee as it works to match survivor needs with available community resources;
- Assist the Sr. Director to support the work of the Disaster Recovery Partnership, as needed.

### **Additional Expectations**

- Respect every survivor's right to privacy and protect each survivor's confidential information;
- Work in a respectful, non-judgmental, and non-discriminatory manner; and

- Perform other duties as assigned.

**Qualifications:**

The Disaster Recovery Program Manager must have:

- Excellent people skills;
- Empathy for people in disasters and/or experiencing trauma;
- Flexibility and ability to maintain several projects simultaneously;
- Excellent organizational skills;
- Ability to solve problems independently, effectively, and creatively;
- Ability to communicate effectively both verbally and in writing;
- Ability to work with people of all ages, backgrounds, and cultures;
- Excellent computer skills including word processing and spreadsheets; and
- Proficiency in Microsoft Office and Google Suites of Products.

**To apply:**

Resume and cover letter are required. Please send a resume and a detailed cover letter, that demonstrates the fit between your qualifications to the skills and experience above, in one pdf file using the following naming convention: "Your Last Name-Your First Name.pdf", via email only to: [jobs@liveunitedhc.org](mailto:jobs@liveunitedhc.org)

Please, no phone calls, faxes, or snail mail.

**The hiring process:**

UWHC staff will begin reviewing applications immediately and will remove this job description from [liveunitedhc.org/careers](http://liveunitedhc.org/careers) once the position is filled.

*Candidates from diverse backgrounds are encouraged to apply. Studies have shown that candidates that are female and/or BIPOC are less likely to apply for jobs unless they meet all of the qualifications they find in the job description. We are seeking the best candidate for the job, and that candidate may be a person who comes from a less traditional background.*