



DISASTER RECOVERY SENIOR DIRECTOR

Reports to the UWHC Executive Director

Full time, exempt, 37.5 hours per week

Salary Range: \$60,000 - \$75,000

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 1,350 volunteer shifts serving 6,400 volunteer hours to support response and recovery efforts in October alone);
- Coordinating nonprofit inter-agency communication across Henderson County to create essential communicating channels, ensure resources are getting where they need to be, identify gaps in resources, and collaborate on next steps in our community response;
- Organizing and mobilizing local nonprofit partners and equipping them with the knowledge and information that they need to be effective community nonprofit resource representatives at the Henderson County Disaster Recovery Center.

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.

To support the DRP's work, UWHC is hiring a Disaster Recovery Senior Director to direct and coordinate the effective implementation of the DRP's mission along with goals and strategies for long-term recovery for disaster-affected individuals and families in Henderson County. 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. When the Disaster Recovery Partnership is a self-sufficient 501(c)3 nonprofit entity, the Disaster Recovery Senior Director will be well-positioned to serve in a leadership role.

Main Duties:

The Disaster Recovery Senior Director will:

- Work with UWHC staff and the DRP Advisory Board to develop and implement operational policies and procedures for the DRP;
- Direct and support the work of the Disaster Case Management Lead;
- Direct and support the work of the Disaster Response Program Manager;
- Fundraise to address the unmet needs of disaster survivors in Henderson County;
- Develop a public relations program;

- Attend DRP Advisory Board meetings;
- Participate in and provide reports and guidance to DRP committees including but not limited to the Disaster Case Management Committee, the Construction and Volunteers Committee, the Communications Committee, the Fundraising Committee, and the Unmet Needs Committee;
- Build relationships with other long-term recovery groups in Western North Carolina;
- Develop strong partnerships with community groups, agencies, and faith groups; and
- Work with UWHC staff and the DRP Advisory Board to transition the DRP into a self-sufficient 501(c)3 nonprofit organization by December 31, 2026.

Qualifications:

The Disaster Recovery Senior Director must have:

- Excellent administrative skills;
- Empathy for people in disasters and/or experiencing trauma;
- Strong interpersonal and communication skills;
- Strong ethical conduct;
- Demonstrated capacity for collaboration;
- Demonstrated flexibility in changing circumstances and environments;
- Demonstrated ability to work with people of all ages, backgrounds, and cultures;
- Excellent computer skills including word processing and spreadsheets;
- Proficiency in Microsoft Office and Google Suites of Products; and
- Ability to travel around WNC, as needed.

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

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 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.