

## EPISCOPAL RELIEF & DEVELOPMENT

### JOB DESCRIPTION

**TITLE:** Director, Global Disaster Response & Resilience  
**REPORTS TO:** Executive Vice President & Chief Strategy Officer  
**DEPARTMENT:** Global Programs  
**DIVISION:** Global Disaster Response  
**LOCATION:** New York or Remote, USA  
**FLSA STATUS:** Exempt  
**EFFECTIVE DATE:** May 20th, 2024

**PRIMARY FUNCTION/PURPOSE:** The Director, Global Disaster Response & Resilience is accountable for advancing a strategy and portfolio of global programs which provide nimble, bold, effective, efficient and lifesaving support in emergency response and recovery settings in line with the organization's strategic plan and in partnership with locally led institutions and change agents. The Director oversees staff and portfolio to ensure effectiveness, efficiency and reach in disaster preparedness, response, and long term recovery in line with the organization's values, value proposition, and strategic plan. The Director, Global Disaster Response & Resilience identifies, builds and maintains thought partnerships, stakeholders and implementing partnerships, and oversees the technical and grant management team of the program portfolio. The Director liaises with funders, and regional and global stakeholders as required, and acts as ultimate Chief of Party on institutional grants.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Accountable to develop the global disaster program strategy integrating and streamlining learnings between US Disaster & Climate Risk, and international contexts as appropriate
- Accountable to develop and oversee metrics that allow for program comparisons within and across the international and US programs regardless of context
- Accountable to ensure evidence based strategy shifts get implemented across the portfolio when appropriate.
- Responsible for the program portfolio's budgeting process, ensuring the projects' operational, financial, technical, and administrative priorities are fit for purpose, and adhere to funder and organizational standard operating procedures.

- Oversees project design and ensures partner agreements adhere to technical and operational standards of the program portfolio.
- Oversees documentation, including ensuring project results and deliverables are clear, and that all agreements have narrative, financial and monitoring and evaluation requirements met.
- Models and promotes capacity-bridging practices among all staff and partners, supporting the program to engage institution strengthening staff, and learning teams in the implementation of partner capacity bridging, training and accompaniment where and as appropriate.
- Responsible for utilization of project management and grant management systems, developing feedback loops that advance quality assurance and safeguarding mechanisms in the program portfolio.
- Informs and collaborates with the Director, Business Development to build a strong pipeline of funders for programs, serving as proposal lead and/ or in other capacities, as needed.
- Represents the Global Disaster Response program portfolio at high-level meetings, conferences and relevant fora.
- Builds and maintains productive working relationships with back funders, key stakeholders, and project implementing partners.
- Leads performance management of direct reports: program officers, technical staff, regional partner supervisors and consultants in developing and adhering to high quality best practices.
- Responsible to ensure adherence to department policies and procedures and ways of working, and to sponsor change when necessary.
- Collaborates with all cross functional Directors, Program Officers, and MEL staff working as a team on process and outcomes, and to integrate learnings from program best practices, and generally to ensure seamless delivery of expected program outcomes across the portfolio of partners.
- Perform other duties as assigned.

#### **SUPERVISORY REQUIREMENTS:**

- Mentor and supervise several staff including Senior Partnership Adviser and Program Officers with partnership development, partner-level disaster response and grant management roles.
- Engage and oversee key deliverables of external consultants, vendors and/or interns Coordinate and be accountable for internal working groups, as needed

#### **EDUCATION:**

- A Master's Degree in social work, business management or a related field and/or equivalent experience required

#### **EXPERIENCE:**

- A minimum of ten (10) years of experience working in global disaster response and recovery, including the United States; field experience working with faith-based development institutions is preferred
- A minimum of five (5) years managing a portfolio of major and institutional grant funded projects.
- A minimum of six (6) years of direct supervisory experience
- Proven experience in multi million-dollar budgeting and income/expense reporting

- Knowledge and applied experience of gender, equity and social inclusion in global humanitarian settings.
- Direct experience mobilizing, equipping and training in the United States.
- Experience working within the Episcopal Church or other religious institutions is preferred

#### **RELATED SKILLS:**

- Strategic leader with strong communication and interpersonal skills and a demonstrated ability to both manage and mentor individuals and organizations, with a focus on mentoring towards community impact
- Demonstrated proactive problem solving/analysis
- Strong project design, management, monitoring, evaluation and learning skills
- Demonstrated ability to work and coordinate others under pressure on concurrent projects, delivering to tight timelines
- Advanced skills building and maintaining relationships with global and regional coalitions, donors, and other stakeholders.
- Proven ability to collaborate effectively and produce high quality work as part of team
- Exemplary attention to detail, record keeping and follow up
- Commitment to organizational values and cultural diversity, equity and inclusion efforts in partnerships and in the workplace

#### **RELATED SKILLS CONTINUED:**

- Adept at managing complex or difficult situations with tact, diplomacy and good humor
- Comfortable working in a matrixed, integrated work environment, with minimal supervision
- Highly proficient in Microsoft Word, Excel, PowerPoint and editing and formatting
- Fluency in English essential; Spanish, Portuguese or French also preferred
- Ability to lead staff with collaborative, team building approaches
- Self-motivated, detail-oriented and organized with exceptional skills in reasoning and oral, written and diplomatic communications in high stress situations
- Passionate about Episcopal Relief & Development's mission and impact

#### **OTHER REQUIREMENTS:**

- Ability and willingness to travel up to 25-30% of the time in diverse and under-resourced environments including after disasters.
- May be required to work long hours and a varied schedule including evenings and weekends
- While this is a full-time position, arrangements can be made for remote and agile work schedules.

#### **SALARY & BENEFITS:**

**Annual salary range of \$130,000-\$140,000**

**Competitive, comprehensive benefits package offered**

#### **How To Apply:**

Email resume and cover letter to [careers@episcopalrelief.org](mailto:careers@episcopalrelief.org) with the subject line."

**Director, Global Disaster Response & Resilience** "For more information, visit our

website at [www.episcopalrelief.org](http://www.episcopalrelief.org).

The position description is a guide to the critical duties and essential functions of the job, not an all-inclusive list of responsibilities and/or qualifications.

Position descriptions are reviewed and revised to meet the changing needs of Episcopal Relief & Development at the sole discretion of management.

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*Episcopal Relief & Development is committed to creating a diverse environment and is proud to be an equal opportunity employer (EEO). All employment practices will be administered without regard to an individual's actual or perceived protected characteristic(s) - race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status or any other legally protected status.*

*Episcopal Relief & Development offers reasonable accommodations for individuals with disabilities. You may request accommodation at any time.*