



Coastal Bend Disaster Recovery Group

Executive Director Job Description

General Description: Directs and coordinates the effective implementation of the mission, goals, and strategies of Coastal Bend Disaster Recovery Group (CBDRG) as established by the Board of Directors.

Responsibilities:

- Assists the CBDRG Board in developing and implementing the operational policies, programs, and training events which meet identified needs before, during, and after a disaster
- Assumes responsibility as the chief development and fundraising officer of the organization
- Attends all general membership and Board meetings and serves as staff resource to CBDRG Board
- Develops public relations program
- Builds collaborative relationships with other Long Term Recovery organizations
- Reports on-going statistical and descriptive information regarding programs, operations and finances to the CBDRG and grantors
- Serves at the disposition of the CBDRG Board
- Works with community groups, agencies and faith groups in developing inclusivity
- Supervises CBDRG direct employees

Skills/Experience:

- Proven success in fundraising and grant management
- Effective public relations skills
- Excellent administrative skills with minimum of 3-5 years' experience
- Experience in successful coalitions
- Experience in supervision of employees and delegation with disaster response or recovery activity preferred
- Demonstrated flexibility in changing circumstances
- Ability to maintain confidentiality
- Be able to convey the organization's purpose to potential clients and others as needed
- Be a self-starter
- Work well in a team structure
- Adhere to the organization's employee policies and procedures
- Ability to work independently
- Willingness to travel around state
- Bachelor's Degree
- U.S. Citizen
- Proficient in Microsoft Office including Word, Excel and Power Point

Starting Salary: \$55,000/yr plus merit increases or bonuses based on performance

To Apply: Email cover letter, resume and references to coastalbenddrg.org. Include grant amounts or funds raised. Please put "Executive Director" in the subject line.

CBDRG is dedicated to the principles of equal employment opportunity in any term, condition or privilege of employment and does not discriminate against applicants or employees on the basis of age, race, genetic information, sex, sexual orientation, gender identity, color, religion, national origin, veteran status, disability, or any other status protected by state or local law.