

Position: Long Term Recovery Director

Reports to: Executive Director of The Coweta Community Foundation, Inc.
Job Classification: Exempt, 40+ hours per week, Two year contract based on funding
Hours: Varied, flexible. Some weekends and evenings required.

Salary Range: Low: \$65,000; Mid: \$75,000; High: \$85,000

Position Summary

The Long Term Recovery (LTR) Director provides overall managerial leadership and is responsible, and accountable, for the effective and efficient financial, operational, and administrative management of the Coweta County's long term recovery efforts. The Director is the chair of the LTR Committee and reports to the Executive Director of The Coweta Community Foundation (CCF), who in turn reports to the CCF Board of Directors. The Director assumes responsibility as the chief development and fundraising officer of the LTR.

Qualifications:

- Bachelor's degree and at least 5 years' experience in disaster recovery management or other relevant management or experience.
- Valid driver's license, reliable transportation and willingness to travel are required.
- Required to pass a background check and a post-hire drug screen.
- Cannot be a registered sex offender or have a felony conviction.
- Must be able to articulate the organization's mission, values and goals.
- Must be organized, able to meet deadlines, and able to manage projects.
- Must possess the ability to work effectively with diverse groups of people.
- Must maintain a working knowledge of Newnan/Coweta recovery efforts.
- Demonstrates empathy for people suffering from disasters.
- Maintains confidentiality.
- Experience in building successful community engagement coalitions.
- Effective public relations skills
- Be a self-starter and have excellent time management skills.
- Work well in a team structure
- Ability to work independently.
- Ability to resolve complex issues through creative and adaptive actions.
- Demonstrated flexibility in changing circumstances.

Essential Duties and Responsibilities

General Administration

- Act as the chief administrator responsible for managing all aspects of LTR operations.
- Manage the organization by directing, training, supervising, and recognizing the paid and volunteer staff in the performance of assigned duties.
- Establish office procedures, guidelines, and performance standards.
- Maintain a climate which attracts, keeps, and motivates staff and volunteers.
- Ensure communication of relevant issues flows among all groups.
- Ensure the organization adheres to government regulations.

Financial Management

- Interact with the CCF Executive Director and Board of Directors to ensure completion of required audits and other financial activities.
- Maintain confidential employee and volunteer organization's records.
- Work with the Coweta Community Foundation's Long Term Recovery Committee, CCF Executive Director and CCF Board of Directors in preparing a yearly budget and ensure that the organization operates within budget guidelines.
- Ensure that adequate funds are available to permit the organization to carry out its mission.

Committee support and guidance

- Serve as Chair of the LTRC.
- Assist the committee members and provide communication flow among committees, staff, volunteers, and the board as appropriate.
- Monitor the progress of all committees and support their efficient operation.
- As appropriate, attend committee meetings and assist committee members in completing their duties.

Board Support

- Work with CCF Executive Director, and LTRC members to prepare an agenda for meetings.
- Assist the CCF Board of Directors and LTRC members in making fundamental decisions, preparing strategic plans and creating/maintaining policies.
- Work with the CCF board to establish which decisions the board wants to be consulted for and which decisions should be left to staff and committees.

Community Relations and Resource Development

- Serve as spokesperson for the LTRC organization.
- Actively participate with appropriate community and governmental groups.
- Establish and nurture good media relationships.
- Ensure that the activities of the organization are publicized.
- Seek, apply for and oversee grants.

Communications & Public Relations

- Help the LTRC develop strategic communications plan.
- Implement communications and public relations programming.