



United Way of
Paducah-McCracken County

Manager, Disaster Relief and Long Term Recovery

Supervisor: CEO, United Way of Paducah-McCracken County
Full-time, salaried. Currently funded for two years.

Purpose

Provide leadership in bringing donors, volunteers, community leaders, nonprofit organizations, interfaith community, and other stakeholders together to develop and implement long-term recovery and community disaster preparedness strategies in Fulton, Graves, Hickman, and Marshall counties.

Responsibilities

- Energize and inspire people of Fulton, Graves, Hickman, and Marshall counties to make a measurable difference in long-term recovery and community disaster preparedness
- Work in collaboration with long-term recovery and community disaster preparedness groups within each county including, but not limited to, research, analysis and synthesis of data, strategies, and community agendas
- Create, develop, and enhance collaborations and partnerships to best benefit the long-term recovery goals of these counties
- Research and identify resources and needs within each community
- Manage available United Way funding for disaster relief; design and execute online processes for funding applications, and gather community leaders within each county to allocate resources and funds
- Provide timely follow-up and instruction for grant reporting requirements of funded agencies and meet expectations of funding provided by United Way of Kentucky and other investors
- Effectively communicate ongoing and evolving needs of these counties to interested parties, stakeholders, and investors

Standards

- Demonstrates outstanding interpersonal, meeting facilitation, communication, and organizational skills
- Demonstrates passion of nonprofit efforts and impact
- Ability to build consensus and facilitate collaboration and productive relationships with diverse individuals, groups, organizations, and community
- Ability to successfully move diverse groups of people toward a common vision
- Flexibility and ability to work on multiple high-priority projects while traveling between Fulton, Hickman, Graves, Marshall, and McCracken counties
- Ability to solve problems independently, effectively, and creatively
- Demonstrates excellent verbal and written communication skills
- Commitment to continuous learning and improvement
- Ability to learn and maintain online grant applications, maintain, and create excel funding charts/records; and manage information on social media platforms

Education/Experience

- Bachelor's degree with a minimum of three years nonprofit experience preferred
- Experience working in a team environment, facilitating groups, training, and working with leadership and volunteers
- Flexibility and ability to work on multiple projects
- Ability to solve problems independently, effectively, and creatively
- Ability to analyze data and develop innovative strategies to maximize results
- Knowledge of Microsoft Office products and social media platforms

To Apply:

Email your resume and cover letter to: betsy@unitedwaypaducah.org by Monday, April 18, 2022.