



## **DISASTER RECOVERY MANAGER**

The Miami Valley Regional Planning Commission ([www.mvrpc.org](http://www.mvrpc.org)) is accepting resumes from qualified grant administrators, disaster recovery specialists, and resiliency planning professionals for the Disaster Recovery Manager position. The Disaster Recovery Manager will build a comprehensive, long-term disaster recovery plan for MVRPC area communities federally declared a disaster following Memorial Day tornadoes.

MVRPC serves an innovative multi-county region of approximately one million people in the area surrounding Dayton (southwest Ohio). MVRPC is the designated leader of the Long-Term Community Disaster Recovery Network, assisting local governments with the application for and distribution of disaster aid funding. MVRPC is uniquely positioned as a leader in the region to coordinate disaster recovery efforts amongst government stakeholders. The Disaster Recovery Manager is a full time (40 hours per week) grant funded position, with the anticipated end date of July 2024.

Under the supervision of the Director of Strategy and Engagement, the Disaster Recovery Manager will develop a comprehensive, long-term disaster recovery system using the National Disaster Recovery Framework (NDRF). The recovery system will use best practices to restore, redevelop and revitalize the health, social, physical, economic, natural and environmental fabric of the Miami Valley community. Duties include full spectrum of grants administration, disaster recovery planning, policy development, community planning, housing recovery, infrastructure management, partnership development, grant management, fundraising, collaboration with support agencies, data analysis, financial reporting, field evaluations, maintaining a network of disaster recovery support systems; and collaboration with State and Federal governments.

Demonstrated knowledge and experience with National Disaster Recovery Framework, composing, securing and administering federal grants; disaster recovery strategies and techniques, strong organizational skills and the ability to prepare and interpret quantitative data; effective communication and meeting management skills, strong leadership, communication and community relations skills. The successful candidate must possess a current valid driver's license; able and willing to attend evening or weekend meetings.

Minimum qualifications include: Bachelor's degree in public administration, community and regional planning, or urban studies with a minimum of eight (8) years of relevant field work or related federal grants administration, disaster recovery leadership and resiliency planning experience. Master's degree with relevant experience preferred.

Starting salary is dependent upon qualifications. Please submit a cover letter and resume via e-mail to [personnel@mvrpc.org](mailto:personnel@mvrpc.org) or via regular mail to Personnel, Miami Valley Regional Planning Commission, 10 North Ludlow, Suite 700, Dayton, OH 45402.

Application deadline: September 11, 2020

**An Equal Opportunity Employer**

