



**Position Title:** Director, Synod of the Sun Partnership for Disaster Recovery

**About:** The Synod Partnership for Disaster Recovery (SPDR) is a ministry of the Synod of the Sun dedicated to connecting, equipping, and empowering Presbyterians to witness to the healing love of Christ through caring for communities adversely affected by crises and catastrophic events.

The SPDR Director reports to the Synod Leader. During Presbyterian Disaster Assistance (PDA) National Response Team (NRT) deployments, the Director also reports to the PDA Associate for National Response.

**Responsibilities:**

- Leadership
  - Lead SPDR in a manner that supports and guides its mission as defined by the Synod Assembly
  - Communicate effectively with the Synod Leader and provide, in a timely and accurate manner, all information necessary for their oversight role
- Financial
  - Oversee fundraising and other revenue development necessary to support SPDR's mission while honoring Synod financial and operational procedures
  - Works closely with and assists Presbyteries to identify, monitor, and report on PDA disaster grants
  - Develop an annual budget in collaboration with the Synod Leader
  - Submits to the SPDR Leadership Group quarterly financial statements that accurately reflect the financial condition of SPDR
  - Operates within the approved budget and ensures maximum resource utilization and maintenance of a positive financial position
- Organization Mission and Strategy
  - Develop annual program goals and report
  - Develop and implement SPDR programs and initiatives
  - Advance SPDR's communication, image, and mission by working closely with Covenant Partners, congregations, external partners, and government officials
  - Empower Presbyteries' SPDR Liaisons to be the primary representative to SPDR within Presbyteries
  - Coordinate with educational and training events within the Presbyteries



- Organization Operations
  - Responsible for effective administration of SPDR operations
  - Serve as Synod disaster liaison and incident coordinator for SPDR and PDA in disasters, including:
    - Promoting the 4Cs (Cooperation, Communication, Coordination and Collaboration) with Presbyteries' staff/volunteers, key faith-based, community, business, and government sectors at local, state, and national levels
    - Communicating and coordinating with PDAs Nation Response Team members deployed to Presbyteries
    - Managing volunteers to work with response and recovery groups in close partnership with PDA's Associate for Volunteer Ministries
    - Communicate and collaborate with PDA-sponsored, presbytery-based staff when an event warrants their addition
    - Collaborate with Presbyterian Women to develop, train, and empower groups within presbyteries during blue sky periods to lead disaster preparedness initiatives
- Other Duties
  - Attend PDA-sponsored national training events, as assigned
  - Perform other duties that may be assigned by the Synod Leader

### **Essential Position Requirements:**

Education	Bachelor's degree required, master's degree preferred, in human service field such as social work, community organizing, international development, ministry, etc.
Experience	Minimum of one year in disaster management; direct experience with the Presbyterian Church (USA) required.
Required Skills	Public speaking; competence in MS Office applications; social media; video conferencing platforms; must be able to travel extensively.



Required Competencies	<p><i>Collaborative:</i> Works together with all stakeholders in an inclusive community, invites input, shares ideas and seeks the best ways to accomplish common goals and easily adapts to a dynamic work environment</p> <p><i>Accountable:</i> Takes responsibility for actions and works with integrity, transparency, and compassion</p> <p><i>Self-Motivated:</i> Ability to pursue goals and complete tasks without daily oversight and external motivation</p> <p><i>Responsive:</i> Responds to the voice and needs of the Covenant Partners by being timely, helpful, enthusiastic, and mission-oriented</p> <p><i>Resiliency, flexibility, change management:</i> Shows an openness to and a readiness for the dynamic changes in a disaster environment</p> <p><i>Organization:</i> Strong organizational skills and the ability to take the lead in office organization</p> <p><i>Communication:</i> Outstanding written, phone, and verbal skills</p> <p><i>Excellence:</i> Works with passion, energy, intelligence, and imagination</p> <p><i>Cultural Proficiency:</i> Understands and values differences in various cultures within and outside the organization. Manages dynamics of cultural differences within a work group. Adapts to cultural diversity by continuously learning about differences and creates opportunities for staff to learn about one another. Understanding of and sensitivity to refugee, immigration, and migrant issues.</p> <p><i>Ecclesiastical Relationship:</i> Familiarity and understanding of PC(USA) structures and governance and the role of Presbyteries.</p> <p><i>Life / Work Balance:</i> Recognizes the importance of rest and renewal and the need to maintain an appropriate balance between work life and personal life by adapting to changing needs at work, taking time to pursue personal interests, seeking others' help and discernment when needed and responding appropriately when overcommitted or when faced with stressful or dynamic situations.</p>
Physical Requirements	Must possess the ability to perform above job-related duties.
Location Requirements	Must be willing to reside within the bounds of the Synod of the Sun: Arkansas, Louisiana, Oklahoma, and Texas.
Base Salary Range	\$55,000-65,000/annually. Additional \$15,000 flexible benefits package, which may include medical, dental, and vision coverage; retirement, death, and disability benefits, FSA & Dependent Care accounts.