

LOCAL INITIATIVES SUPPORT CORPORATION
Position Description

POSITION TITLE: Disaster Recovery / Resiliency Manager
REPORTS TO: Executive Director
LOCATION: Houston, Texas
Job Classification: Exempt / Full Time

THE ORGANIZATION:

Local Initiatives Support Corporation (“LISC”) is a national non-profit organization that works with residents and partners to forge resilient and inclusive communities of opportunity across America - great places to live, work, visit, do business and raise families.

We:

- Help deliver innovative solutions to challenges and opportunities for people and communities across America;
- Invest in under-resourced places and people;
- Ensure successful implementation of community initiatives;
- Connect stakeholders and resources to the country’s most challenged neighborhoods; and
- Build resilient people and places through our public policy leadership.

Over the last 38 years, LISC and its affiliates have invested approximately \$20 billion in businesses, affordable housing, health, educational mobility, community and recreational facilities, public safety, employment and other projects that help to revitalize and stabilize underinvested communities. These investments have leveraged more than \$50 billion in development activity and helped families and communities raise their standards of living. LISC investments impact the lives of nearly 7 million Americans.

Headquartered in New York City, LISC’s reach spans the country from East coast to West coast in 31 markets with offices extending from Buffalo to San Francisco. Our rural programs make an impact in 44 states, and are supported by LISC’s talented and dedicated workforce.

Visit us at www.lisc.org

Houston Local Initiatives Support Corporation (LISC) seeks a professional to fill the position of Disaster Recovery/Resiliency Manager. This is a position that is expected to last for 24 months or longer.

Hurricane Harvey has caused widespread damage in many communities in the Greater Houston region and will have long-term impacts. Thousands of people have been displaced and are in need of immediate housing and other resources that will aid their stabilization and recovery. Houston LISC works with a strong network of neighborhood based partners throughout the area that work to strengthen communities and support families. In order to address critical needs, LISC is assembling a pool of capital—loans, equity, investments and grants—to support the work of our partners to move quickly to bring aid to these communities and their residents with the greatest need.

As Houston LISC provides technical assistance, training, and financial support to community partners in communities of impact, it is critical that we have a point person to craft programmatic responses, build collaborative efforts, and coordinate efforts for Harvey recovery. We want to insure that we share and document best practices and take advantage of peer to peer learning and support opportunities, as well as purchasing, scale and other collaboration opportunities in this critical work. The Disaster Recovery/Resiliency Manager will make sure our programmatic resources are being deployed strategically during the recovery and rebuild process and interface daily with local partners, residents, local and state governments, FEMA and others stakeholders throughout the region.

Responsibilities:

- Manage relationships with defined Houston LISC partners working on disaster recovery and resiliency efforts in the various geographies impacted by Hurricanes Harvey on a day-to-day basis, reporting to the Houston LISC Executive Director.
- Participate in providing, awarding and monitoring capacity building grants to enable Houston LISC's partners to conduct outreach to residents in affected areas and connect them with public and private services and financial support; conduct community assessments; strengthen partnerships with local government agencies, federal agencies, and other first responders and service delivery agencies; and address housing and other community needs.
- Create and manage a formal peer network for Houston LISC partners who are undertaking this work encourage learning, coordination and growth.
- Provide technical assistance to Houston LISC's partners in navigating the government and private sector relief and recovery system.
- Help Houston LISC's community-based partners to identify solutions to facilitate temporary and permanent relocation of residents in affected areas; permanent affordable housing solutions to include new construction, rehabilitation and replacement units.
- Work closely with groups on the ground to identify programmatic and regulatory issues as they arise during the recovery effort, bring them to the attention of relevant government agencies and civic groups, and help develop strategies for resolving them.
- Work with Houston LISC's community development partners to advocate around critical recovery issues, and to help develop an effective long-term recovery/resiliency strategy in communities impacted by Hurricanes Harvey.
- Assist community groups with designing and implementing rebuilding programs.
- Oversee and organize the collection of data, its analysis and reporting, as related to rebuilding, and the use of funds for such efforts.
- Manage and coordinate consultant activities, as needed.

- Design, develop, and facilitate internal and external partner disaster recovery, preparedness, and resiliency training. Training materials should seek to ensure Houston LISC's stakeholders (internal and external) are familiar with disaster recovery principles and operations.
- Participate and serve as an active contributor in interagency disaster recovery and resiliency conferences, meetings, and working groups.
- Coordinate with other Houston LISC team members on Harvey response and other Houston LISC programmatic investments.
- Performs other duties as assigned.

Qualifications:

- Bachelor's Degree from an accredited college or university required.
- Minimum five (5) years' work related experience in community development, affordable housing and disaster recovery.
- Prior experience with urban metropolitan community and housing development programs, resources and policy issues required.
- Working knowledge of HUD, CDBG, HOME, CDBG-DR and other related community development and disaster financing tools.
- Ability to quickly gain expertise and navigate the emerging system of relief being created by government agencies such as FEMA and state housing agencies in Texas.
- Knowledge of disaster recovery and/or disaster resiliency operations, policies, and programs.
- Knowledge of economic/economic development strategies and programs related to disaster recovery.
- Ability to develop guidance and policy documents.
- Ability to keep projects on task, on time and on budget.
- Ability to lead teams across multiple organizations/agencies.
- Experience working with a team in a collaborative environment using influence to drive outcomes with a large variety of stakeholders, including problem solving and communicating rules/regulations.
- Ability to collaborate and build relationships with local partners and multiple teams to get resources to impacted areas and people quickly.
- Excellent written and verbal communication skills.
- Experience with economic recovery especially in areas of housing development and small business activities.
- Possess superior pre- and post-disaster planning skills.
- Flexibility to interact with a variety of people from diverse backgrounds.
- Self-directed, independent worker who takes initiative and is interested in helping to create systems and processes to support this position.

- Capacity to simultaneously work, in an organized and independent way, on multiple tasks and set priorities for a challenging workload.
- Demonstrated commitment to working in the nonprofit sector.

To Apply

Please submit cover letter and resume to Houstonjobs@lisc.org

**LISC IS AN EQUAL OPPORTUNITY EMPLOYER
COMMITTED TO DIVERSITY AND INCLUSION**