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**Community Resiliency Coordination Manager**

**Why Join United Way of Central Florida?**

At UWCF, we are committed to making a lasting impact in our community. Our team works with passion, dedication, and resilience to uplift those in need -- especially during times of crisis. When you join us, you become part of a mission-driven organization that values collaboration, innovation, and community service. If you are looking for a meaningful career where your work makes a real difference, consider joining our United Way team.

**Position Overview**

Are you passionate about disaster preparedness and community resilience? United Way of Central Florida (UWCF) is seeking a Community Resiliency Coordination Manager to lead and oversee disaster preparedness, response, recovery, and mitigation efforts in our tri-county area. This key role will develop and implement emergency response strategies, foster partnerships with local organizations, and mobilize resources to ensure our community is equipped to handle crises.

Reporting to the Chief Operating Officer, the Community Resiliency Coordination Manager will be instrumental in coordinating disaster relief efforts—from hurricanes and tornadoes to unforeseen crises—by engaging volunteers, executing preparedness initiatives, and serving as a public representative for disaster response efforts. If you're a strategic thinker with a heart for community service, we encourage you to apply!

**Key Responsibilities**

* **Disaster Preparedness & Response** – Develop and implement emergency response plans within the FEMA framework. Lead short-term relief efforts, including volunteer deployment, food distribution, and direct communication with affected individuals.
* **Community & Partner Relations** – Build and maintain partnerships with local organizations, securing Memoranda of Understanding (MOUs) to facilitate coordinated disaster response efforts.
* **Volunteer Management & Training** – Recruit, train, and oversee disaster response volunteers, ensuring they are prepared for emergency deployment. Provide case management training and support during crisis events.
* **Community Engagement & Resilience Building** – Organize outreach programs, educational events, and community workshops to enhance disaster preparedness and resilience strategies.
* **Corporate & Donor Relations** – Collaborate with the Resource Development and Community Impact teams to engage corporate partners and secure funding for disaster relief initiatives.
* **Emergency Drills & Planning** – Develop and execute disaster response drills in collaboration with local emergency management teams to enhance preparedness.
* **Reporting & Documentation** – Maintain detailed records and reports on disaster response activities. Regularly review and update UWCF’s **Business Continuity Plan** to align with current community needs.
* **Liaison for Emergency Services** – Serve as the primary point of contact for local government agencies, emergency services, and community partners during disaster events, ensuring seamless coordination.
* **Public Representation** – Represent UWCF at emergency management meetings, community panels, and disaster relief conferences, advocating for our mission and efforts.

**What We’re Looking For**

**Skills & Qualifications**

* Strong leadership abilities to manage high-pressure disaster response efforts.
* Proven ability to foster relationships with community partners and stakeholders
* Exceptional problem-solving and decision-making skills, especially in crisis situations.
* Excellent organizational, public speaking, and technical writing skills.
* Proficiency in Microsoft Office and familiarity with disaster management software.

**Ideal Candidate Profile**

* **Bachelor’s degree** in emergency management, public administration, nonprofit management, or a related field.
* **3-5 years of experience** in emergency management, disaster response, or a similar role.
* **Proven track record** in leading large-scale emergency operations and coordinating multi-agency efforts.
* Experience managing **budgets and resource allocation** in a nonprofit setting.
* Skilled in **volunteer recruitment, training, and deployment** for disaster relief.
* Willingness to work **flexible hours**, including evenings, weekends, and on-call shifts during emergencies.

**Compensation & Benefits**

 **Salary**: $60,000 – $65,000 (based on experience & qualifications)
 **Comprehensive Benefits**: Paid time off, health insurance, and professional development opportunities.
**Growth Potential**: This full-time position offers significant opportunities for leadership and impact within our organization.

**Apply Today!** Submit your resume to **hr@uwcf.org** and take the next step in shaping the future of community resilience.

**Diversity & Inclusion at UWCF**

UWCF is an Equal Employment Opportunity employer, committed to fostering a diverse and inclusive workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity, marital status, genetic information, or any other characteristic protected by law.

UWCF is a drug-free workplace. Candidates must pass a drug test before beginning employment.