



Vice President of Disaster Recovery

Main Office - Houston, TX

Full Time

4 Year Degree

Position Title: Vice President (VP) Disaster Recovery

Company Name: Catholic Charities of the Archdiocese of Galveston-Houston (CCGH)

Company Location: Houston, TX

Seniority Level: Executive

Industry: Food & Beverages Nonprofit Organization Management Food Production

Employment Type: Full-time

Job Functions: Other

Catholic Charities of the Archdiocese of Galveston-Houston is a faith-based, multi-service agency with locations in Fort Bend, Harris and Galveston Counties. Catholic Charities is the social services arm of the Archdiocese of Galveston-Houston with an annual budget of over \$40 million and an employee base of approximately 350 employees. Catholic Charities administers over 15 programs serving a diverse client population that includes, but is not limited to, children, adults, immigrants, refugees and senior citizens. The vision of Catholic Charities is to be people of faith helping people in need achieve self-sufficiency and live with dignity. Driven by the Gospel mandate to serve the least among us, we bring compassion and care to the residents of the 10 counties of the Archdiocese. Catholic Charities serves all people without regard to race, religion or ethnicity. Catholic Charities is seeking a new addition to the Senior Management team in the newly created role of Vice President, Disaster Recovery.

Position Summary:

The Disaster Case Management Program (DCMP) is a federally funded contract grant that makes funds available to national and local organizations to implement the DCMP and to provide DCMP services for long-term disaster-caused unmet needs. The DCMP Team for the Archdiocese of Houston-Galveston also supports Catholic Charities DCMP's in Beaumont and Corpus Christi.

The successful VP, Disaster Recovery candidate is a mission-focused, dynamic, experienced and process-minded leader who can succeed and thrive in a fast paced, deadline-oriented workplace. S/he oversees and directs all matters related to FEMA grants and related disaster recovery focused grants, including program development and maintenance of case management and program

activities; developing and implementing program goals, objectives, and procedures; and evaluating outcome measures for the program resulting in successful leadership and contributions to organizational strategy, planning, budgeting and program execution.

Reports to: Chief Operating Officer (COO) and partners with the Chief Executive Officer (CEO) to design and implement the processes and accountabilities to ensure contract deliverables are met and remain within budget.

Supervisory Responsibility: The VP, Disaster Recover will directly supervise the DCMP Director, the CCGH/DCM Director, the Asst. VP, Marketing/Communications/Government Relations, the Accounting Manager, Disaster Related Funds and an Administrative Assistant.

Responsibilities:

- Oversee the DCMP department to ensure proper delivery of programmatic services in accordance with contractual requirement and ensure contract deliverables are met on time and within budget.
- Provide direction, oversight and supervision of staff.
- Ensure DCMP activities are executed in coordination with maintaining compliance of established organizational, State and Federal policies and procedures, utilizing sound professional judgment.
- Oversee the development and delivery of a planned communication strategy with disaster survivors, partnering agencies and entities, and other stakeholders to include roles, media strategies, etc.
- Remain up-to-date on disaster recovery grant management best practices and related state and federal law.
- Maintain situational awareness of emergency or potential emergency/ disaster situations throughout the U.S.

Accountabilities:

- Support the acquisition of resources associated with the DCMP as directed by the DCMP team to fulfill on delivery of services pursuant to the contract with CCUSA.
- Ensure internal controls are in place to safeguard assets, including funds and property, and ensure assets are only used for the purpose intended.
- Ensure the identified data management system used for program service documentation is set up, functional and ready for use within 10 days of launch of the system.
- Ensure case management services are initiated 45 days after contract is signed.
- Work with program leaders and their business managers to provide financial information to the accounting team for reporting and billing of all disaster recovery related grants and ensure their timely submission.
- Create plans for the completion and use of cost estimates in recovery planning and coordination of services.
- Analyze and assess the nature, severity, and frequency of risks and identify and implement best methods to minimize risk to the DCMP and the agency.
- Complete all required ICS and DCM Case Management Trainings.
- Maintain all required or necessary licensures and/or certifications related to this position and its functions.

Qualifications

Minimum Qualifications/Requirements:

- BS or BBA degree required. MBA and/or CPA a plus.
- At least five (5) years of experience as a strategic program leader, preferably in a nonprofit organization.
- A minimum of two (2) years of experience managing large programs including personnel management and budgetary oversight.
- Significant experience in or knowledge of nonprofit accounting, including sophisticated fund and grant accounting, compliance and reporting.
- Forecasting/ budgeting skills.
- Excellent written and oral communication skills.
- Bilingual (English / Spanish) communication skills are a plus.
- Demonstrated leadership ability, team management and interpersonal skills.
- Exceptional organizational skills.
- Working knowledge of case management database systems.
- Computer literate, to include Microsoft Office Suite software, particularly Excel, Word, and Outlook.
- Embraces the mission, vision and values of CCGH and Catholic Social Teachings.
- Valid Texas Driver's License.
- Available to work as needed on evenings and weekends to ensure projects, deadlines and community needs are met.

Apply:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=3051&clientkey=C184945087565AE7BAA81D76126F1823>