

# Position Description

FEBRUARY 2026



**Job Title:** Director of Disaster Recovery & Community Resilience  
**Reports to:** Vice President of Community Impact

Greater Houston Community Foundation (“Community Foundation”) is seeking an exemplary, mission-driven candidate who brings experience, skill, and passion to our Community Impact Team. At the Community Foundation, the Director of Disaster Recovery & Community Resilience holds an important leadership role within the Community Impact department. This exempt position will lead and coordinate the Greater Houston Disaster Alliance in collaboration with United Way of Greater Houston; represent the Community Foundation in the emerging Gulf Coast Community Foundation Resilience Network; and collaborate internally to strengthen disaster and climate resilience efforts that support our fundholders and the broader community.

This position requires a strong commitment to teamwork, strategic judgment, and collaborative leadership. The ideal candidate is a strategist, builder, and executor—able to navigate complex systems, co-design cross-sector solutions, and drive implementation with discipline and follow-through. The successful candidate will bring demonstrated experience leading strategy and programs, using data and evidence to inform decisions, and engaging partners and funders with professionalism. Experience in disaster response, recovery, and/or resilience efforts is required.

## **Salary Range (Exempt): \$100,000 to \$120,000**

The salary will be set in accordance with the successful candidate’s experience. In addition, the candidate will participate in robust employee benefits plans, including health and dental insurance coverage, generous PTO, and 401(k) with matching component.

**Interested parties should submit their cover letter and resume via our [online application form](#).** We will contact those candidates who most closely match our requirements.

## **KEY RESPONSIBILITIES**

- Act as the Community Foundation’s primary lead on joint disaster funds activated in times of disaster in partnership with the Vice President, supporting fund administration and executing the grant making and reporting process, including building/refining tools in our grant portal.
- Provide leadership and direction as a representative of the Community Foundation for the Greater Houston Disaster Alliance program (“Disaster Alliance”), ensuring the successful achievement of its goals and objectives.
- Support the management of philanthropic Disaster Alliance infrastructure funding and support fundraising for ongoing and future Disaster Alliance infrastructure resources, including but not limited to presentations, grant writing, and reporting.
- Contribute to and lead Community Foundation and Disaster Alliance preparedness efforts year-round which includes developing/refining tools, processes, practices, plans and training/scenario planning to ensure we can respond effectively, equitably, and efficiently as an organization and partnership.
- Serve as primary leader in facilitating disaster recovery grantmaking and use of data to inform strategic decision-making, with care for efficiency, equity, and impact.
- Serve as the primary Community Foundation Resilience Network representative for the Community Foundation and lead the process of developing and implementing evidence-based approaches to community resilience programming.

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- Build strong relationships, networks, and supportive coalitions of public and private leaders to strengthen disaster resilience and recovery efforts across the region with a focus on nonprofit partner engagement and cultivation (including but not limited to grantees).
- Coordinate with Vice President in pursuing strategies that accelerate philanthropic response, release resources quickly during disasters, and support innovative solutions for long-term resilience.
- Support the Vice President/President & CEO to engage elected leaders and key stakeholders to establish strategic, cross-sector councils focused on aligning disaster resilience and recovery strategies.
- Pursue other entrepreneurial efforts that align with Disaster Alliance and Community Foundation Resilience Network goals and further our impact such as disaster recovery and resilience partnerships, improvements to communication strategies, and nonprofit capacity building initiatives.
- Perform other duties as assigned.

## QUALIFICATIONS & EXPERIENCE

- Bachelor's degree in a relevant field (e.g., social sciences, public administration, or nonprofit management).
- Minimum of 10 years' experience in the social sector with a track record in disaster response, community development, or related areas.
- Strong strategic thinking, future orientation, and problem-solving skills, with a proven ability to develop and execute effective strategies and initiatives.
- Action-oriented high-capacity individual contributor who can manage multiple workstreams and thoughtfully plan, execute, and adapt to changes to achieve goals/objectives.
- Strong understanding of philanthropy and nonprofit organizations, ideally including grantmaking processes and fundraising strategies.
- Experience with disaster recovery and resilience required.
- Demonstrated interest and ability to use data and research to inform decision-making and strategy/program development.
- Exceptional emotional intelligence with a track record of building strong, trusting relationships that result in the ability to influence, collaborate, and drive impact.
- Excellent leadership and coaching abilities with experience in managing teams and building collaborative relationships.

## KEY ATTRIBUTES

- A commitment to serving Greater Houston and a passion for improving the quality of life for residents.
- Experience working with diverse stakeholders including public, private, and community-based organizations.
- Exceptional communication and presentation skills with the ability to effectively convey complex concepts to various audiences confidently and persuasively.
- Leadership qualities including initiative, entrepreneurialism, comfort with ambiguity, and ability to make/facilitate sound decisions that consider complexity and priorities.
- Highly detail-oriented, responsible, and enjoys owning work products and processes through completion.
- Thoughtful collaborator who can plan when/how to collaborate and facilitate the best conditions for decision making.

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- A strong planner and doer who can balance the need to plan/reflect/adapt and also move to action in a timely and thoughtful way.
- Excellent synthesizer of information to inform strategy, decisions, plans, etc. with continuous learning orientation.
- Values learning and seeks out feedback to improve and offers constructive coaching/feedback to others in a positive spirit.
- High degree of personal and professional integrity with ability to maintain strict confidentiality about client and business matters.

## PHYSICAL REQUIREMENTS

- Ability to lift, carry, push, pull or otherwise move files up to 5 pounds frequently and up to 20 pounds occasionally
- Ability to stoop, kneel, crouch or reach frequently
- Ability to remain in a stationary position 65% of the time
- Ability to move about inside the office to access file cabinets, office machinery, etc. 35% of the time

## REMOTE WORK POLICY

For the foreseeable future, Greater Houston Community Foundation is committed to providing a hybrid-work arrangement for employees to work remotely on a regular basis. In addition, Greater Houston Community Foundation requires new hires to report to the office for at least the first two weeks of employment.

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*The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.*

*Greater Houston Community Foundation is an Equal Opportunity Employer and does not discriminate against a job applicant or an employee because of a person's race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age (40 or older), disability or genetic information. Greater Houston Community Foundation does not discriminate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.*