



Foothills United Way

**FOOTHILLS UNITED WAY**  
Director of Community Resilience  
*Part-Time*

**Position Overview**

The Community Resilience Director is responsible for the pursuit of Foothills United Way's innovative strategic goals in the area of Community Resilience. This work includes: fostering collective efforts to build resilience in the community; overseeing the administration of Community Resilience Grants, and; identifying and executing additional strategies for Foothills United Way (FHUW) to support resilience-building efforts across the region.

**Primary Responsibilities**

A. Community Building

- Convene stakeholders to understand social vulnerabilities in the region and engage in dialogue on how to address social vulnerabilities through collective efforts
- Facilitate and/or participate in project development processes to support regional service providers in creating integrated service delivery systems that build community resilience
- Consult with community initiatives developing systems that build community resilience to identify strategic partners that can support initiative goals
- Participate in local collaborations focused on community resilience (BoCo Strong, Nederland Peak to Peak Task Force)
- Represent FHUW in the Mountain Human Services Collaborative

B. Grant Management

- Administer annual Community Resilience Grant Request for Proposal (RFP), application process and technical assistance communications  
Oversee volunteer RFP review process to create recommendations for the Community Impact Committee

C. Program Planning

- Provide staff support to the volunteer FHUW Community Resilience Advisory Council that oversees progress toward Community Resilience strategic goals

D. Emergency Food & Shelter Program Support (EFSP)

- Chair the Local Board including planning agendas, facilitating meetings, scheduling site visits and maintaining board documents
- Oversee the application and allocations process for EFSP funding

E. Disaster Response & Recovery

- Support disaster response efforts in partnership with Boulder County government; specifically providing messaging and logistical for volunteers and donations (both financial and in-kind)
- Connect volunteers with local organizations that need support during a disaster.
- Participate as an active member of the Boulder County VOAD (Voluntary Organizations Active in Disaster)

- Provide support during disaster recovery
  - Participate in VOAD and County disaster exercises and trainings.
- F. Additional duties as assigned

### **Necessary Qualifications**

#### **Previous Work Experience**

A successful candidate must have experience in a position with primary responsibilities including work in community or government relations, community building, social work, grant management or government/non-profit management. It is a plus if the candidate has experience working in any of the following: public health, anti-poverty services, public safety, disaster relief, food security or community resilience.

#### **Education**

A successful candidate must have at least a bachelor's degree in public administration, social work, public health, sociology or a related field.

#### **Skills**

A successful candidate must be able to demonstrate excellence in the areas of:

- Analytical thinking and creative problem solving
- Strategic and project planning
- Oral and written communication
- Listening, interpersonal relationship building and group facilitation

Additionally, a candidate must be able to:

- Meet aggressive deadlines and handle multiple priorities
- Manage change and ambiguity in order develop creative solutions to address community and organizational challenges
- Oversee grant proposal and allocation processes executed by community volunteers
- Recruit and manage volunteers

**Please send your cover letter and resume to: [careers@unitedwayfoothills.org](mailto:careers@unitedwayfoothills.org)  
Foothills United Way is proud to be an equal opportunity employer.**