



(805) 500 – 6610

805Help.org

PO Box 23223, Ventura, CA 93002

**Position: Director of Disaster Recovery**

**Type: Full-Time/Work-From-Home Position:** In-person meetings/events, 40 hours/week, and required overtime immediately following any local disaster

**Salary: \$55,000-\$85,000 + paid vacation and sick time**, depending on qualifications

## About the Organization

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805Help is the safety net under the safety net - the clearinghouse for recovery efforts that fall outside the boundaries of larger institutions in the public and nonprofit sector. Our efforts began in response to the 2017 Thomas Fire. Currently, we are supporting the communities recovering from: the Montecito Mudslide, Holiday Fire, Borderline tragedy, Hill Fire and Woolsey Fire.

Through a nimble "Craigslist-style" [platform](#), 805Help empowers our community to support survivors in the form of direct donations, volunteerism and pro-bono services. Beyond this, we create creative solutions for some of the largest recovery challenges, like the [Montecito Airlift](#), which harnessed the power of 64 volunteer pilots to fly 117 passengers – doctors, nurses and patients with non-negotiable health appointments like Chemo, while the 101 freeway was closed for nearly 2 weeks after the Montecito Mudslide.

We are developing an app and rapid rollout plan, which we will test locally and then nationally, with the vision of doing disaster recovery on an international scale in the future.

## About the Opportunity

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Your primary responsibilities as Director of Disaster Recovery are twofold:

1. Independently run the local, long-term recovery efforts in Ventura, Santa Barbara and Los Angeles counties.
2. Support our Founder in developing the app and rapid rollout plan, including: fundraising, managing the app/website, in partnership with an app developer/website designer, prototype testing & revision, developing operating procedures, etc.

You have a passion for disaster recovery work and a proven track record for performing well in stressful and emotionally challenging situations. You're an eager, practical self-starter with strong communication skills and a knack for getting the job done. You're a highly organized, internet-savvy taskmaster. You thrive in a mostly virtual environment and love working under minimal supervision.

## Qualifications

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### Required:

- Experience working in disaster recovery; emergency services; or similar emotionally intense environments (e.g. – emergency services, crisis response, social work, clinical services, etc.)
- Experience working in a startup environment, excited to be on the cutting edge, comfortable with the unknown, driven to build something
- Very comfortable with technology, strong knowledge of Word (formatting, mail merge), Excel (formulas, graphs) and PowerPoint
- Travel: you must be able to participate on a temporary deployment to a disaster with our Founder at some unknown time in the future with the purpose of testing out the app prototype and rapid rollout plan; we estimate being deployed for up to 4 weeks, and then travel back to that location monthly for up to 6 months; this deployment will take place no sooner than October 2019 and will likely be in response to a future wildfire in California
- Able to work from home with own computer and own internet connection, and able to attend three to four in-person commitments in Ventura, Santa Barbara and/or Los Angeles Counties each week

### Preferred:

- Experience working with nonprofit and mission-driven organizations, specifically with program management and fundraising experience, including: major donor appeals, grants & corporate giving; well-versed in donor cultivation, solicitation and stewardship activities
- Project Management experience, including: managing timelines, action items, budgets, vendors, etc.
- Marketing, Public Relations & Social Media experience
- Website/App development and maintenance experience, including: Content Management System (CMS) websites, database design & administration, developing and iterating technology products

### You are:

- Prepared to face the challenges associated with working in disaster recovery – working directly with individuals in trauma
- Comfortable voicing opinions, even when your opinions differ from those of your boss
- Laser-focused on 805Help's mission and able to keep all stakeholders focused on the core goals
- Incredibly flexible; enjoy assessing and handling multiple, constantly-changing priorities
- Resourceful and excited to solve problems with little assistance or direction
- An independent self-starter; you embrace the solitary nature of working virtually
- Eager to take a task and run with it in a thoughtful manner; can't resist taking ownership of your work, no matter what the task is

- Smart, strategic, positive, and passionate about the work we do; you must get satisfaction in solving problems and making things easier for others
- Detail-oriented, find pleasure in finding the needle in the haystack; accurate, structured; love lists (especially crossing off tasks!) and spreadsheets; extremely organized
- An excellent and engaging communicator (written and oral); completely comfortable communicating on the phone; impeccable editing and proofreading skills
- Able to tailor your communication style and professional demeanor to earn the confidence of the communities we serve and stakeholders, including staff, vendors, volunteers, and donors
- Undaunted by the fact that you may not fill EVERY requirement in this job description because you're confident that you can prove your ability to acquire these skills and are eager to do so

## Responsibilities

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- **Program Management:** Manage the day-to-day operations of 805Help, work with Founder to develop and implement strategic directives and programs, maintain the master to-do list, coordinating our operations with partner organizations, represent 805Help at community/recovery meetings such as: Long Term Recovery, Volunteer Organizations Activated in Disaster (VOAD), Chamber events, etc.
- **Support During App & SOP Creation and Revision:** Act as the Project Manager as we develop and later revise our app/future website and SOP for future deployment, manage the budget and timeline, keep Founder and vendors accountable for deadlines, solve problems, etc.
- **Deployment to Future Disaster:** Co-deploy with Founder to a disaster not in Ventura/Santa Barbara/LA counties - physically be on location at the disaster for 4 weeks, then travel back to the disaster at least monthly for 6 months. The work immediately following a disaster involves a LOT of hours. It is hard, emotional, and incredibly fulfilling work
- **Fundraising:** Support the Founder in major donor appeals and large grant applications, manage smaller donations and grant applications, run donor cultivation and stewardship activities, manage the donor database
- **Communications, Marketing & Social Media:** Develop and manage all communications and marketing for the organization, create and implement social media strategy (Facebook, Instagram & Twitter) to drive website traffic and community awareness
- **Website Management:** Update content on existing CMS website, formatting, SEO, etc.
- **Volunteer Management:** Recruit, train and steward volunteers who work on 805Help programs
- **Administrative Duties:** Contact/database management, budget management, donation tracking, answering phones/emails, etc.



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## To Apply

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Visit [our online application](#) to:

1. Complete a brief questionnaire
2. Submit your resume
3. Submit a cover letter
4. Submit 1-3 work samples

### Please Note:

- Applications will not be considered or responded to if they do not have all components above or if they are submitted directly via email.
- Please be prepared to complete the application in one sitting. Our form does NOT allow you to save your progress or return at a later time.
- Application review will begin on 4/24/19, and will remain open until the position has been filled.
- Ideal work samples will demonstrate your writing, communication, formatting, technical and/or design skills, and can be in any format you choose. We appreciate the following: exemplary email correspondence, spreadsheets, websites, blogs, academic papers, newsletters, and much, much more.
- The Director of Disaster Recovery will be an employee of our parent organization: [VISIONALITY](#), a Ventura County-Based nonprofit consulting firm. Though you will be a VISIONALITY employee, you will only work on 805Help, not for any other VISIONALITY client.

**Contact:** Hiring Manager Jenny Cardenas, [Jenny@VISIONALITYpartners.com](mailto:Jenny@VISIONALITYpartners.com)

### VISIONALITY Non-Discrimination Statement

VISIONALITY is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, age, religion, gender, sexual orientation, disability, pregnancy, or economic status.

VISIONALITY strives to build an inclusive team in which individuals are comfortable bringing their full selves to the workplace.

VISIONALITY believes that a team made up of diverse experiences, perspectives, and cultures is best equipped to build trust and communication with our clients – and in doing so, help them achieve their missions and make this world a better place.