

Job Title: Director of Allocations
Department: Grants and Community Impact
Reports to: Vice-President for Grants and Community Impact
Effective Date: October 10, 2023
Salary Range: \$65,000-\$80,000 salaried exempt
Location: Hybrid, Vermont

About the Vermont Community Foundation and the Vermont Disaster Recovery Fund

The mission of the Vermont Community Foundation (VCF) is to bring together people and resources to make a difference in Vermont. In 2011, VCF joined forces with the newly created nonprofit Vermont Disaster Recovery Fund (VDRF) to make a critical difference in the lives of survivors of Tropical Storm Irene, the worst natural disaster in Vermont since the Great Flood of 1927. They did so by raising and distributing money to affected individuals and families.

The two groups revived their partnership to help individuals and families whose homes were damaged or destroyed by the flooding in July-August 2023. The partnership is designed to execute a people-first approach to allocating funds and aiding survivors in repairing and rebuilding their homes. The assistance will come from monies raised by the Vermont Community Foundation and the Vermont Disaster Recovery Fund.

The Opportunity

To structure long-term recovery efforts, Vermont has developed a hub-and-spokes system for individual disaster assistance. The Allocations Director is at the center of these efforts and plays a key role in helping to champion and coordinate a high-touch, people-first customized solution for affected individuals. The Allocations Director works with local and regional recovery groups as well as locally based case managers to coordinate the funds needed to repair or rebuild survivors' homes. The Allocations Director serves as a key resource for the recovery groups and case managers in analyzing cases, identifying potential monetary and non-monetary resources, and, when all other funding sources have been exhausted, assisting in the application for funds from the VDRF.

The Allocations Director is responsible for assembling and leading a team of volunteers who will review cases for requests from VDRF. The Allocations Director maintains the database of requests for VDRF funds and works with the case managers on the disbursement of funds.

The Director reports to the Vice President for Grants and Community Impact at the Vermont Community Foundation

This is a full-time, time-limited 12-month position, with an option for extension.

Essential Responsibilities

The Director of Allocations is responsible for:

- Developing and executing an allocations process for individual assistance from the VDRF.
- Collaborating with local and regional long-term recovery groups, local disaster case managers, the Federal Emergency Management Agency (FEMA), Vermont Emergency Management, and the Vermont Agency of Human Services.
- Assembling a team of 9-12 volunteers to serve on the Allocations Committee, organizing and staffing committee meetings, and coordinating volunteer efforts to review and approve all applications for funding from VDRF.
- Attending long-term recovery group meetings and keeping VCF and the board of the VDRF informed of developments.
- Maintaining records of assistance requests, reviews, and decisions.

- Conducting due diligence on all recipients of funding from the VDRF before grants or payments are made.
- Working closely with the Grants and Community Impact team at the VCF, particularly around long-term flood recovery strategies.
- Working closely with the board of the VDRF, including attending meetings, providing data and information for the board, responding to board requests and direction, and reporting regularly on progress, challenges, and impacts.
- Providing stories of impact and progress updates to the Communications team at the VCF on a regular basis.
- Creating a comprehensive impact report at the end of the process, detailing total funds expended from the VDRF, number of individuals/families served, number of houses repaired or rebuilt, lessons learned, work yet to be done, and steps that can be taken to help Vermont prepare for the next flood or disaster.

Key Competencies

- Disaster Response: A deep understanding of the disaster relief and response framework and network.
- Passion and experience: A demonstrated commitment to community and building strong partnerships through trust and accountability.
- Curiosity, innovation, and creativity: Has the ability to think critically.
- Execution and implementation: Ability to work effectively and collaboratively with internal and external stakeholders to generate and execute ideas. Strong organizational and time management skills with ability to juggle multiple priorities.
- Communication: Strong oral and written communication skills and adept at working in a hybrid work environment, working with diverse communities, and adapting communication methods as appropriate.
- Decision making: Makes well-balanced good decisions.
- Detail-oriented, methodical, and well-organized: Able to thoroughly document policies, procedures, and funding decisions.
- High integrity, confidentiality, and ethical conduct: Aligns with the guiding values of the core values of the Community Foundation.
- Project or Program management experience: Able to multitask across different projects, track work, and provide report updates to measure success.

Experience

- Previous experience in disaster management, such as a case manager, liaison manager during Vermont crises such as COVID-19, an employee of FEMA or another emergency management agency, or as a member of Voluntary Organizations Active in Disaster (VOAD).

Location: This position is hybrid with access to VCF offices in Burlington and Middlebury. **Ability to attend regular meetings in person with the VDRF board and with VCF colleagues is required.**

Instructions for Applying

Please send your resume and a cover letter to careers@vermontcf.org. Applications will be accepted until the position is filled.

The Vermont Community Foundation is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, religion, gender, gender identity, sex, age, marital or civil union status, national origin, ancestry, sexual orientation, place of birth, citizenship, military or veteran status, HIV status, genetic information, disability, or any other legally protected status as defined and required by state and federal laws.