

Position: Manager, Climate and Disaster Preparedness and Resilience

Status: Exempt

Reports to: Director, Philanthropy California

About Southern California Grantmakers and Philanthropy California:

Southern California Grantmakers (SCG) is a membership association where our region’s philanthropic leaders come together to learn, connect, and take action. Our mission is to champion effective philanthropy and advance collaborative efforts to create meaningful change in our communities. SCG connects grantmakers through sector-wide conferences, trainings, and networking opportunities—providing support and leadership for collaboration on projects and action on public policy issues. SCG currently brings together 300+ members who represent the spectrum of philanthropy, including foundations, family philanthropy, corporate giving, consultants to philanthropy, and government grantmakers. We also co-lead Philanthropy California, an initiative of Northern California Grantmakers (NCG), Southern California Grantmakers (SCG), and Catalyst of San Diego and Imperial Counties(Catalyst), whose combined membership represents more than 600 philanthropic organizations investing billions every year to support communities across the state, the country, and worldwide.

Over the past several years, Philanthropy California and SCG’s size and scope have grown dramatically. We have expanded our work and focus on climate and disaster resilience. We deploy our efforts to deepen and strengthen the impact of members across the state on emerging issues where funders can make the most of their contributions in ensuring communities are positioned and resourced so they can advocate, design, and implement climate mitigation and adaptation solutions, as well as disaster preparedness, relief, and recovery programs. Our goal is to shift and expand disaster philanthropy engagement from solely focused on disaster relief to building partnerships with communities to achieve long-term climate and disaster resilience outcomes.

Position Description:

Under the direct supervision of the Director of Philanthropy California, the Manager of Climate and Disaster Preparedness and Resilience manages the development of regional and statewide climate and disaster funder coordination, education, and advocacy with a focus on accelerating climate justice and equitable disaster resilience and recovery. The Manager oversees regional public/private partnerships and the development of regional government relations to ensure coordinated efforts to strengthen overall impact.

Essential Duties and Responsibilities:

Strategy and Leadership

- Serve as lead in developing regional and statewide equity-focused climate resilience and disaster preparedness, response, and recovery philanthropic engagement strategies for funders.

- Provide direction, thoughtful leadership, and partnership in developing engagement strategies to increase climate justice and equitable disaster preparedness, relief and recovery funding.
- Work closely with the Statewide Director of Climate and Disaster and Fellow of Climate and Disaster Resilience to develop strategies to mobilize resources to build community-centered resilience to natural hazards.
- Cultivate and maintain relationships with external partners to collaborate and amplify community-centered solutions.

Communications

- Track disaster impacts across the state and develop informative, timely, and up-to-date communications that include on-the-ground conditions to mobilize resources.
- Research, draft, and prepare briefs and analyses for members, staff, and partners for external publications on disasters.
- Draft external communications for funders, partners, and government agencies, such as letters of positions, educational tools and resources, and announcements.
- Track and manage grant activities (vetting of funds, programming, publications, maintenance of the website, providing issue area expertise, etc.) for grant report purposes.

Programming and Events

- Organize funder briefings in response to immediate disasters or ongoing educational series to provide funders with updates, resources, and support for funders ready to engage in response, long-term recovery, and disaster resilience strategies.
- Provide logistical coordination to develop programs and support regional and statewide peer networks.
- Support conference planning by providing timely, relevant, intersectional disaster preparedness and resilience content that raises understanding for funders.

Strategic Partnership, Policy, and Government Relations

- Develop and maintain relationships with key partners in the philanthropic (state and nationally) and public sectors regarding disaster response/recovery and climate resilience.
- Develop and maintain relationships with local counties related to disaster response/recovery and climate resilience.
- Develop and maintain relationships with local and statewide COAD and VOAD groups, identify gaps in regional nonprofit capacity to respond to disasters; support funder-led disaster response capacity-building initiatives in under-resourced regions of Southern California
- Liaison with state agency partners in identifying government-led disaster response and recovery gaps, unmet community needs, and emerging community challenges and where philanthropic engagement can be most effective. Liaison with state agencies and other organizations to understand current disaster management planning and mobilize philanthropy to support and enhance those efforts.
- Monitor, interpret, and summarize local and state legislative proposals, policies, and regional trends impacting our climate and disaster resilience work in partnership with other Philanthropy California regional associations.
- Gather background and research on state and county legislation; maintain up-to-date awareness and deep knowledge of relevant legislative initiatives and policy developments.

Minimum Requirements: Candidates with 3+ years of climate/disaster resilience or disaster management/response experience.

- Experience working with philanthropy or nonprofit experience and understanding philanthropic practices.
- An understanding and value for cross-sector partnerships.
- Prioritizes and elevates community-centered solutions, especially for historically and systemically marginalized communities, demonstrating a commitment to racial equity and social justice.
- Public Policy knowledge, a general understanding of public policy as a vehicle for systemic change concerning gaps in public disaster response.
- High degree of organization and ability to work in quickly evolving and complex scenarios.
- Comfortable public speaking, excellent proofreading, editing, writing, and verbal communication skills.
- Self-motivated, hardworking, creative problem solver who can prioritize under multiple deadlines and follow through in all areas of responsibility.
- Team-oriented individual who seeks out tasks when work is completed and assists colleagues in achieving goals, requirements, and deadlines.
- An attitude of “no job is too small” and attention to detail that ensures rewarding experiences and outcomes for supporters and other stakeholders.
- Must be able to plan, organize, and exercise good judgment with limited supervision to implement SoCal Grantmakers and Philanthropy California’s plans.
- Technologically savvy with superior Microsoft Word, Excel, PowerPoint, and Zoom skills.
- Discretion in dealing with sensitive information related to strategy.

Relevant Information and Additional Qualifications:

- This is a grant-funded position through December 31, 2024.
- Bachelor’s degree. This requirement can be waived with candidates with demonstrated experience in community development, policy development, and/or climate/disaster resilience programs.
- Located in Southern California, but some statewide travel is required.
- Experience with the following applications or software:
 - Adobe InDesign
 - Salesforce
 - Zoom Meetings and Zoom webinars
- Professional social media experience and graphic design skills are a plus.

Application and Hiring Process

We are excited to review your resume! To apply, please submit a resume to

talent@socalgrantmakers.org **Subject: Manager, Climate and Disaster Preparedness and**

Resilience. *Applications will be considered on a rolling basis,* so it is in the candidates’ best interest to apply as soon as possible. No phone calls, please.

Compensation and Benefits

- Competitive salary commensurate with experience, with a range of \$70,000-\$85,000.
- Hybrid/remote work opportunity, with a preference for candidates located within SCG’s service area
- Up to 100% employer-funded comprehensive medical coverage

- 14 paid holidays, including two “floating” holidays.
- In addition, the SCG office is closed from December 24 through New Year’s Day.

Southern California Grantmakers (SCG) is an equal-opportunity employer. SCG is committed to creating a diverse and inclusive environment. All qualified candidates will receive consideration for employment without regard to color, race, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status.