

**POSITION: Resilience Hub Coordinator (Full-time)**

**COMPENSATION RANGE: \$65,000 - \$75,000**

**BENEFITS:PTO; medical, dental and vision plans; retirement plan**

**ORGANIZATION DESCRIPTION:** Our mission at Collaboratory is to coordinate solving Southwest Florida's major social problems by 2040.

Collaboratory is a community foundation, a public charity, founded in 1976, with an evolving set of priorities. We believe strongly in the traditional work we do, but we are also committed to making a deeper impact - going to the root cause of the social issues plaguing our region and changing systems. Much like the last 49 years have shown us, we cannot solve these issues in silos. In our effort to coordinate the solving of our region's social problems by 2040, we are bringing people together - leaders, local workers, involved community members, and impacted residents - to coordinate the solving of these important issues. Collaboratory is coordinating this effort, with feedback loops and the use of state and local data. This effort is fluid and ongoing.

**POSITION DESCRIPTION:** The Resilience Hub Coordinator is responsible for coordinating services and partner engagements for both "blue sky" (normal operations) and "grey sky" (emergency/disaster response) conditions at Collaboratory as a designated resilience hub. This position also oversees the building's maintenance and upgrades to ensure it remains a fully functional hub for community resilience and emergency preparedness.

The Resilience Hub Coordinator will lead the development, implementation, and operation of a Resilience Hub within the resilience hub network to enhance community preparedness, resource distribution, and sustainability. This role requires a dynamic professional committed to community development and empowerment, resilience, and stewardship who can collaborate with diverse stakeholders, including community members, government agencies, and faith-based and non-profit organizations. The coordinator will develop and foster trusted relationships in the community to understand changing needs and place-based services will be coordinated



accordingly.

## **ESSENTIAL FUNCTIONS (75%):**

### **Hub Development and Implementation:**

- Oversee site enhancements, including structural upgrades, power solutions, and communications systems.
- Develop operational plans for normal, disruption, and recovery modes.

### **Community Engagement:**

- Facilitate meaningful partnerships with community members, organizations, and local leaders to co-develop and co-manage hubs.
- Organize workshops, training sessions, and community forums to build awareness and preparedness.
- Act as a trusted liaison to ensure community-defined needs are prioritized.

### **Operational Management:**

In partnership with the Director of Systems and Sites and the Chief Operations Officer, the Resilience Hub Coordinator will:

- Establish and coordinate the day-to-day operations of Resilience Hubs, ensuring seamless and community-driven service delivery.
- In conjunction with local governments and Emergency Management, establish protocols for disaster preparedness, response, and recovery efforts, including resource distribution and communications strategies.
- Coordinate and facilitate the integration of essential services for community support during emergencies, such as sheltering, communications, and resource distribution.
- Manage data collection and reporting for continuous improvement and impact measurement.
- Manage and coordinate consultants, including the coordination of related press releases, announcements, website updates, newsletter articles, etc.
- Oversee and manage all upgrades and maintenance of the building, ensuring facilities are prepared for emergency and disaster response scenarios.
- Work with contractors and service providers to manage building systems (HVAC, electrical, plumbing, etc.) and



ensure they meet resilience and sustainability standards.

- Develop and implement a building maintenance plan that includes routine checks and emergency preparedness improvements.
- Stay up to date with local, state, and federal laws and regulations related to emergency and disaster operations
- Monitor and report on building performance and functionality, addressing any issues that could hinder Collaboratory's role as a resilience hub.

#### **Funding and Resource Mobilization:**

- Identify funding opportunities, write grant proposals, and manage budgets related to hub operations.
- Collaborate with local businesses, foundations, and government agencies to secure resources and financial support.

#### **Collaboration and Stakeholder Management:**

- Develop, foster, and maintain relationships with local community organizations, government departments, faith-based organizations and other external partners to enhance hub functionality.
- Provide an outstanding partner experience in all forms of communications.

#### **Additional Responsibilities (25%)**

- Participate in community events as a representative of Collaboratory
- Promote Collaboratory's public image and obtain public support for the mission
- Performs other job-related tasks assigned by Chief Impact Officer or Chief Operations Officer or Director of Systems and Sites

#### **Qualifications:**

- Equivalent to an associate's degree or specialized courses/training or experience equivalency as determined by Collaboratory.
- Have a successful track record of building relationships with public and nonprofit institutions, coordinating multi-disciplinary teams, and integrating the leadership of service recipients and people with lived experience



- in decision-making.
- Ability to fulfill job responsibilities with minimal supervision. Understanding of and ability to apply accounting principles, concepts, practices and procedures.
  - Advanced proficiency in systems, recordkeeping, reports and the use of personal computers (including such programs as Excel and Word). Experience working with accounting and information systems is preferred.
  - Advanced negotiation skills with ability to deal effectively with a variety of people at all levels; good oral and written communication skills.
  - Ability to coordinate and handle a variety of events and several projects at one time.
  - Ability to deal effectively with a variety of people at all levels; good oral and written communication skills.
  - Analytical and problem-solving abilities.
  - Detail-oriented with a focus on accuracy and compliance.

### **Special Requirements**

- Must possess the highest ethical standards, honesty, integrity, professionalism, politeness, courteousness, a positive attitude, dedication to quality and accuracy, and an ability to work well with co-workers in a small office.

### **GRANT FUNDED POSITION:**

This position is currently grant funded. The current grant that supports this position **expires November 30, 2027**. While no assurances can be provided for future funding beyond this initial grant, Collaboratory routinely pursues and receives funding from grant and non-grant sources and will make every attempt to sustain this position beyond the term of the initial grant.

**AVAILABILITY:** Interviewing will start immediately and continue until the positions are filled. Please email a cover letter and resume with a subject line of "Application for Resilience Hub Coordinator" to [hr@collaboratory.org](mailto:hr@collaboratory.org).

*Collaboratory provides equal employment opportunities to all employees and applicants for employment in all job classifications without regard to race, color, religion, age, mental disability, physical disability, medical condition,*



*gender, sexual orientation, genetic information, ancestry, marital status, national origin, veteran status, and other classifications protected by applicable state and local non-discrimination laws. Collaboratory is an EOE and participates in the Federal E-Verify program.*

