

Appendix D Position Description

Position Description: Director of SPDR

Name of Employer: Synod of the Sun

Reports To: Synod leader (during PDA National Response Team deployments, coordinates with, but does not report to for employment purposes, the PDA Associate for Disaster Response, U.S. related to NRT missions)

Responsibilities:

- Leadership:
 - Lead SPDR in a manner that supports and guides its mission as defined by the Synod Assembly
 - Communicate effectively with the Synod Leader and provide, in a timely and accurate manner, all information necessary for their oversight role
- Financial
 - Oversee fundraising and other revenue development necessary to support SPDR's mission while honoring Synod procedures
 - Works closely with and assists Presbyteries to identify, monitor, and report on PDA disaster grants
 - Develop annual budget in collaboration with Synod Leader
 - Submit to the Synod leader monthly financial statements that accurately reflect the financial condition of the initiative
 - Operates within the approved budget, ensures maximum resource utilization, and maintenance of the initiative in a positive financial position
- Organization Mission and Strategy
 - Develop a first year 30-day, 90-day, and annual program plan
 - Develop and implement SPDR programs and initiatives
 - Advance SPDR's communication, image, and advancement of its mission by working closely with Covenant Partners, congregations, external partners, and government officials
 - Empower Presbyteries' SPDR Liaisons to be primary SPDR liaisons within presbyteries
 - Coordinate with educational and training events within the Presbyteries
- Organization Operations
 - Responsible for effective administration of SPDR operations
 - Serve as Synod disaster liaison and incident coordinator for SPDR and PDA in disasters, including:
 - Promoting the 4Cs (Cooperation, Communication, Coordination and Collaboration) with Presbyteries' staff/volunteers, key faith-based, community, business, and government sectors at local, state, and national levels
 - Communicating and coordinating with PDAs Nation Response Team members assigned to the Presbyteries
 - Managing volunteers to work with response and recovery groups in close partnership with PDA's National Call Center
 - Communicate and collaborate with PDA-sponsored, presbytery-based staff when an event warrants their addition

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- Collaborate with Presbyterian Women to develop, train, and empower groups within presbyteries during blue sky periods to lead disaster response initiatives
- Other Duties
 - Attend PDA-sponsored national training events, as assigned
 - Perform other duties that may be assigned by the Synod Leader

Essential Position Requirements:

Education	Bachelor's degree required, master's degree preferred, in human service field such as social work, community organizing, international development, ministry, etc.
Experience	Minimum of one year in disaster management; direct experience with the PC(USA) required
Required Skills	Public speaking; fundraising; competence in MS Office applications; social media; video conferencing platforms; must be able to travel extensively
Required Competencies	<p><i>Collaborative:</i> Works together with all stakeholders in an inclusive community, invites input, shares ideas and seeks the best ways to accomplish common goals and easily adapts to a dynamic work environment</p> <p><i>Accountable:</i> Takes responsibility for actions and works with integrity, transparency, and compassion</p> <p><i>Responsive:</i> Responds to the voice and needs of the Covenant Partners by being timely, helpful, enthusiastic, and mission-oriented</p> <p><i>Resiliency, flexibility, change management:</i> Shows an openness to and a readiness for the dynamic changes in a disaster environment</p> <p><i>Organization:</i> Strong organizational skills and the ability to take the lead in office organization</p> <p><i>Communication:</i> Outstanding written, phone, and verbal skills</p> <p><i>Excellence:</i> Works with passion, energy, intelligence, and imagination</p> <p><i>Cultural Proficiency:</i> Understands and values differences in various cultures within and outside the organization. Manages dynamics of cultural differences within a work group. Adapts to cultural diversity by continuously learning about differences and creates opportunities for staff to learn about one another. Understanding of and sensitivity to refugee, immigration, and migrant issues.</p> <p><i>Ecclesiastical Relationship:</i> Familiarity and understanding of PC(USA) structures and governance and the role of presbyteries.</p> <p><i>Life / Work Balance:</i> Recognizes the importance of rest and renewal and the need to maintain an appropriate balance between work life and personal life by adapting to changing needs at work, taking time to pursue personal interests, seeking others' help and discernment when needed and responding appropriately when overcommitted or when faced with stressful or dynamic situations.</p>
Physical Requirements	Must possess the ability to perform above job-related duties.