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JOB DESCRIPTION

Disaster Recovery and Resilience Coordinator

Organization	Southwest Florida Regional Planning Council (SWFRPC)
Position	Disaster Recovery and Resilience Coordinator
Classification	Grant-funded contract position; no employee benefits
Compensation	$55,000 per year
Contract Term	Through August 2028, subject to continued grant funding and satisfactory performance
Reports To	SWFRPC Executive Director and/or Deputy Director
Service Area	Charlotte, Collier, Glades, Hendry, Lee, and Sarasota counties

Position Summary

The Southwest Florida Regional Planning Council seeks a highly organized and collaborative Disaster Recovery and Resilience Coordinator to expand the region's capacity to recover from the September and October 2024 hurricanes and the continuing effects of prior disasters. The Coordinator will connect emergency management, planning, economic development, government, nonprofit, and business partners; help communities identify and pursue recovery resources; collect and assess impact data; and advance practical strategies for long-term economic resilience.

This position is funded through an award from the U.S. Economic Development Administration (EDA). The selected contractor will work across SWFRPC's six-county region and will be expected to manage multiple projects, communicate effectively with diverse stakeholders, and produce clear, timely work products.

Essential Duties and Responsibilities

1. Regional Coordination and Communication

- Serve as a regional point of coordination for economic recovery and resilience information.
- Maintain communication among emergency management, planning, economic development, business, nonprofit, and community partners.
- Coordinate with federal, state, regional, and local agencies, including EDA, FEMA, FloridaCommerce, local governments, economic development organizations, and nongovernmental organizations.
- Plan, convene, facilitate, and document stakeholder meetings, workshops, and working groups.

2. Grant and Resource Assistance

- Research and communicate disaster recovery, economic development, infrastructure, housing, and resilience funding opportunities.
  Assist local governments, businesses, and partner organizations with grant readiness, project development, applications, budgeting, and resource allocation.
- Support grant administration, tracking, documentation, reporting, and compliance activities as assigned.
- Develop practical tools, templates, and resource guides that help regional partners pursue and manage recovery funding.

3. Data Collection and Impact Assessment

- Collect, organize, analyze, and communicate qualitative and quantitative data related to disaster impacts and recovery needs.
- Assess unmet needs affecting businesses, tourism, infrastructure, environmental infrastructure, housing, and other critical sectors.
- Evaluate public disaster response and recovery efforts to identify lessons learned, gaps, and opportunities for improvement.
- Prepare summaries, maps, dashboards, presentations, reports, and other decision-support materials, as appropriate.

4. Recovery Planning and Resilience Development

- Support the development of guidance, planning processes, and implementation strategies that strengthen regional economic resilience.
- Promote coordination among municipalities and counties to advance recovery, stabilization, sustainable growth, and continuity of operations.
- Integrate disaster recovery and resilience considerations into SWFRPC economic development and planning activities, including implementation of the Comprehensive Economic Development Strategy (CEDS).
- Prepare resource materials, recommendations, and best-practice guidance for communities and regional partners.

5. Engagement, Training, and Knowledge Building

- Engage businesses and economic development partners in developing a shared vision and practical pathway for recovery and long-term resilience.
- Participate in and help organize disaster recovery, emergency management, economic development, and resilience meetings and training at the local, state, and federal levels.
- Share relevant best practices, funding information, technical resources, and lessons learned with regional stakeholders.
- Represent SWFRPC professionally at meetings, workshops, conferences, and community events.

6. Project Administration and Deliverables

- Develop and maintain work plans, schedules, stakeholder lists, files, and records sufficient to document grant activities and outcomes.
- Provide regular written and verbal progress updates to the Executive Director/Deputy Director and assist with EDA performance and financial reporting documentation.
- Track activities, outputs, outcomes, deadlines, and performance measures for the grant-funded project.
- Perform other closely related duties necessary to complete the EDA-authorized scope of work.

Minimum Qualifications

- Bachelor's degree in planning, public administration, emergency management, economic development, business, geography, environmental studies, communications, or a related field; relevant professional experience may be considered in lieu of a degree.
- At least three years of relevant experience in grant programs, disaster recovery, resilience, planning, economic or community development, emergency management, or intergovernmental coordination.
- Demonstrated ability to research funding opportunities, develop projects, prepare professional written materials, and coordinate multiple assignments and deadlines.
- Strong written, verbal, facilitation, organizational, analytical, and interpersonal skills.

- Proficiency with Microsoft Office applications and the ability to learn grant, data, mapping, project management, or communication platforms used by SWFRPC.
- Ability to travel throughout Southwest Florida and attend occasional evening, early-morning, or out-of-area meetings and training.

Preferred Qualifications

- Experience working with EDA, FEMA, FloridaCommerce, local governments, economic development organizations, or federal grant programs.
- Knowledge of Southwest Florida's communities, economies, infrastructure, environmental systems, and disaster recovery challenges.
- Experience with grant writing or administration, public engagement, data analysis, GIS, dashboards, CEDS implementation, or development of recovery and resilience plans.

General: This position requires a self-motivated, well-organized individual with strong oral and writing skills, the ability to synthesize data and present ideas and results. Must be familiar with state and federal statutes and programs relating to economic development, disaster response and emergency management. Ability to establish and maintain successful working relationships with community and government agencies, staff and the general public is essential. Travel in the six-county region will be required.

Contract Conditions

- Annual contract compensation is $55,000. This position does not include health insurance, retirement, paid leave, or other employee benefits.
- The contract is anticipated to continue through August 2028 and may end earlier if grant funding is reduced or terminated, the authorized scope changes, or performance requirements are not met.
- The selected contractor is responsible for applicable tax and insurance obligations consistent with the final contract and governing law.
- Continued engagement is subject to execution of a written contract, funding availability, satisfactory performance, and compliance with applicable SWFRPC and federal award requirements.

Work Environment and Physical Requirements

Work is performed remotely in a home office environment with regular computer use, telephone and virtual communication, document preparation, and regional travel. The role requires the ability to attend meetings, transport routine work materials, and perform the essential functions of the assignment with or without reasonable accommodation.

Equal Opportunity

SWFRPC is committed to equal opportunity and encourages applications from qualified individuals. Selection will be based on qualifications, experience, demonstrated ability to perform the work, and the needs of the grant-funded project, consistent with applicable law and funding requirements.

How to apply

Please submit your application consisting of three items: a cover letter, resume, and contact information for three professional references (indicate relationship to you) to Rebekah Harp at rharp@swfrpc.org. In your cover letter please address how your experience and background meet the requirements of the position. Please combine these as a single PDF file and submit via email with subject line “Regional Disaster Recovery and Resilience Coordinator". Electronic submissions only; incomplete applications will not be considered. Applications received by September 30, 2026, will receive priority consideration; the position will remain open until filled.