

WORK FOR AN AWARD-WINNING NON-PROFIT SOCIAL ENTERPRISE

Job Title: Director of US Programs, West
Industry: Non-profit/International Development
Function: Program Management
Job Location: California
Reports to: The Founder & Chief Executive Officer
Start Date: Immediate
Term: Full time, at-will employment
Salary: \$86,000 - \$106,000, based on experience

WHO WE ARE

Founded in 2004, Build Change is a non-profit social enterprise whose mission is to save lives in earthquakes and hurricanes. Build Change designs safe buildings, trains homeowners, builders, engineers and government officials to build them, works with governments to develop and implement building standards, partners with the private sector to improve building materials quality and create jobs, and facilitates access to incentive-based capital for reconstruction and retrofitting by partnering with financing institutions and government subsidy programs.

As part of its preventive strategy for the United States, the Director of US Programs, West will collaborate with the Federal government and state governments on policy and large-scale implementation of home improvement and structural retrofitting programs across the country. The Director of US Programs, West will develop and strengthen collaborative efforts and projects with city governments and private stakeholders on the topic of resilient housing interventions. The Director of US Programs, West will also support technical resource development activities in partnership with Universities and other stakeholders.

Build Change is the recipient of multiple awards, including a 2017 Skoll Foundation Award for Social Entrepreneurship, OpenIDEO Urban Resilience Challenge Winner, and was a top three finalist in IBM's inaugural Call for Code Developer Challenge in 2018.

To learn more about us and our programs in Indonesia, Colombia, Philippines, Nepal and the Caribbean, visit www.buildchange.org.

YOUR NEW OPPORTUNITY

Build Change is seeking a Director of US Programs, West to join its senior management team. The Director of US Programs, West will report to the Chief Executive Officer and represent Build Change, and Build Change's interests, while leading our work in California. You will provide leadership management and guide the general direction of the country program, ensuring an integrated vision among different stakeholders and actors, and focus on achieving the results defined in the program goals. You will be expected to manage stakeholders; identify, develop and steward business partnerships; identify issues and risks related to program implementation; output effectiveness in terms of long-term disaster risk mitigation, and ensure long-term program outcome sustainability.



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The Director of US Programs, West shall act as a key liaison between Build Change and all other counterparts and implementing partners involved in our California programs. In this position, you will be expected to fulfill the following responsibilities:

- **Business Development** - Take the lead in the expansion of Build Change California, including, but not limited to, the development of new projects and partnerships.
- **Process Management** – Ensure the application of Build Change’s technical assistance platform for the California preventive program across all of Build Change’s projects in California (including Build Change’s homeowner-driven process, standard operating procedures, and best practices).
- **Implementation** – Deliver Build Change’s California projects on schedule, meeting milestones agreed to with donors, and resolving issues that impact the project schedule immediately with stakeholders. You will also ensure that implementation is achieved according to the allocated budget.
- **Coordination** – Supervise technical and operative teams, as well as coordinate with local partner teams, donor teams, and key local stakeholders (including local government or local branches of central government).
- **Staffing & Team Building** - Work with the Admin. Officer and the HR Manager to ensure sufficient staff with the correct skills are deployed in order to deliver all state-specific program goals.
- **Strategy** – Collaborate with other team members in implementing key points of Build Change’s regional strategies, including:
 - Promoting and developing the capacity of national and international organizations to implement preventive structural retrofitting of housing and schools at scale;
 - Developing appropriate technical resources for local use, adhering to the Build Change practice of homeowner-driven implementation, culturally appropriate solutions, and technical excellence.
 - Representation – Represent Build Change in discussions of homeowner-driven project implementation with government officials, partners, and key stakeholders.
 - Reporting – Provide content for the project reporting, internally and externally, on a regular basis (weekly, monthly, quarterly), as required by the Director of Communications, and as stipulated in Build Change’s grant agreements or other contractual agreements.
- **Other:** This position reports to the CEO. The Director of US Programs, West is expected to fulfill other tasks and take-on other responsibilities as directed by the supervisor.

The Director of US Programs, West will be based in California. The position will require a mix of remote work, setting up field offices in program locations, and spending significant time in California cities where Build Change has or is developing activities.

OUR IDEAL CANDIDATE

You are thoroughly committed to Build Change’s mission and have proven leadership, coaching, and relationship management experience. You are an exceptionally driven individual with proven management experience, communication and marketing skills, and a continued desire to grow and learn. A construction-related degree, such as structural engineering or architecture, is helpful but not necessary. You should be familiar with housing, and can understand and articulate fundamental concepts of disaster risk management.

You presently have:

- An advanced University degree in Program Management, Disaster Risk Management, Architecture, Engineering, Finance, or related discipline, with at least 5 years of professional experience. First level University degree and qualifying experience of over 7 years is also acceptable.
- In-depth understanding of the United States housing and disaster context, especially related to development, risk management, and social interest housing.
- An unwavering commitment to quality programs and data-driven program evaluation.
- Your experiences include:
- Effectively leading performance- and outcome-based projects, with the ability to demonstrate specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth.
- Excellence in organizational management with the ability to coach and manage staff, set and achieve programmatic objectives, and manage a budget.
- Experience in projects integrating new technologies to improve existing workflows.
- Marketing, public relations, and/or fundraising, with the ability to engage a wide range of stakeholders and cultures.
- Experience in policy and finance for development, risk reduction, or housing.
- Working cohesively on multidisciplinary project teams.

You are able to:

- Work effectively in collaboration with diverse groups of people.
- Ensure coherence and consistency in spite of urgent deadlines.
- Communicate clearly, persuasively and passionately, in both written and verbal forms, with excellent interpersonal skills.

You would describe yourself as:

- Fluent in English and Spanish.
- Action-oriented and adaptable, with an innovative approach to project planning.
- Curious, optimistic, tenacious and willing to find and implement sustainable solutions.
- Passionate, idealistic, mission-driven, and self-directed, with a high level of integrity and a positive attitude.

ARE YOU INTERESTED?

Please visit <http://www.buildchange.org/about/careers> and click on the link for this position. Applications will be accepted until filled. Qualified women and United States nationals are encouraged to apply. Only shortlisted candidates will be contacted. No calls please.

Build Change is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. It is the policy of Build Change that qualified individuals with disabilities not be discriminated against because of their disabilities in regard to job application procedures, hiring, and other terms and conditions of employment. It is further the policy of Build Change to provide reasonable accommodations to qualified individuals with disabilities in all aspects of the employment process.



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