

Bainbridge Prepares, a 501c3 nonprofit organization serving the Western Washington region in emergency preparedness activities, is searching for a Program Director to maintain and grow its operations and capacity. The Program Director will report to the Executive Director, but will liaison with the executives in the Bainbridge Prepares partnership, including the BP Board Chair, the City of Bainbridge Emergency Management Coordinator, and the chief/deputy chief of the Bainbridge Island Fire Department.

The duties of this position will include:

Program Director - Bainbridge Prepares

- Serve as part of the Bainbridge Prepares partnership leadership team
- Serve as a liaison to the Bainbridge Prepares Team Leads
- Communicate on a regular basis with team leads
- Support team goals, budget development, equipment & supply needs
- Coordinate with team leads on training & exercise curriculum
- Assist with volunteer recruitment
- Assist with community engagement – support for team involvement in various community events (Chilly Hilly, Rotary, BI Pride, Moschi Tsuki, etc...)
- Oversee grant applications, budget, reporting timelines
- Manage and maintain volunteer and asset management database with assistance from the MRC coordinator/admin.

Salary & Time Commitment

- Dependent on Experience, 50% Employee time and compensation to begin, by the end of 2023 will be 100% FTE & compensation. All Bainbridge Prepares employees at this time are contract employees.

Please send a cover letter and a resume with relevant experience and activities to exec@bainbridgeprepares.org.