



DIRECTOR OF GRANTS & OPERATIONS

About the Organization

Keep Omaha Beautiful (KOB) is an environmental nonprofit organization that was founded in 1959. Our mission is to foster environmental and community stewardship through education, service, and advocacy. Each year, we work with thousands of students, volunteers, supporters, and partner organizations. KOB's primary efforts include environmental education programming, public outreach and events, and community service projects. We strive to engage all of Omaha in active community stewardship and grow a network of environment sustainability advocates.

About the Position

We are seeking a full-time (40 hours/week) *Director of Grants & Operations*. This is a new leadership position for KOB that entails the individual working closely and in collaboration with the Executive Director. The ideal candidate is a strategist with outstanding writing skills, especially as it pertains to grant proposals, which will be one of the primary job responsibilities. The individual will also be highly organized and demonstrate strong management capabilities as they oversee efficient operations and provide support to program staff.

KOB values diversity, inclusion, and respect, and we are proud to be an equal opportunity employer. Our organization is committed to ensuring an inclusive workplace that is welcoming to people of all backgrounds, experiences, and circumstances, and reflects the diverse community we serve and value. Applicants from all backgrounds are welcome and encouraged to apply.

Schedule & Compensation

- Full-time (40 hours/week) with occasional evening or weekend work (for community events), especially in the spring and fall
- Reports directly to the Executive Director and works at KOB's office located at 1819 Farnam Street, Suite 306 (there is also the opportunity to work a day or two per week from home)
- Competitive compensation based on talents, skills, and experience (starting annual salary: \$58,500 – \$63,500)
- Attractive benefits package that includes a potential end-of-year financial incentive for outstanding performance, arrangements for a flexible work schedule, a health and wellness stipend, generous paid time off, an allotment for professional development, mobile phone benefit, public transportation benefit, life and long-term disability insurance, and a retirement savings benefit

Required Education & Experience

- A bachelor's degree in professional writing, communications, journalism, nonprofit management, business administration, marketing, sustainability, environmental science, education, human resources, or another relevant field (equivalent life/work experience adequate to perform the essential duties and responsibilities may be a substitute for a degree)
- A minimum of five years of increasing work responsibilities consisting of:
 - Experience as the lead writer/coordinator of multiple grant applications (or detailed business proposals) with demonstrated success
 - Knowledge and involvement with one or more of the following: organizational leadership, development, operations, staff supervision, program/project management, human resources, advocacy, and/or financial administration

Essential Duties & Responsibilities

Leadership & Strategy

- Assist the Executive Director with the overall management of the organization and program staff (currently, consisting of four full-time team members)
- Collaborate with the Executive Director and community partners to strategize and develop initiatives that align with KOB's programmatic priorities and advance the organization's mission

Grant Writing & Fundraising

- Identify funding opportunities and compose grant and sponsorship applications to support KOB's operations, programs, and events
- Track KOB's progress and compliance with grant/sponsorship agreements, and submit related reports
- Aid in the development and execution of fundraising campaigns and events to cultivate relationships and solicit contributions from community donors

Operations

- Oversee office administrative functions, and implement policies and procedures to enhance day-to-day operations
- Manage various human resource responsibilities including recruitment, onboarding, training, personnel policies, staff benefits, and professional/team development
- Support the Executive Director in completing various financial management activities

Advocacy & Program Support

- Assist with KOB's efforts to advocate for local policies and improvements that support environmental stewardship and foster a more sustainable community
- Provide general team support as needed to help coordinate KOB community events and programs

There will also be other duties as assigned. KOB is a small nonprofit, which calls for all employees to wear numerous hats and contribute to an all-hands-on-deck approach. The ideal candidate will enjoy a diversity of responsibilities and embrace new duties as they emerge.

Characteristics & Skills

We are looking for someone to join our team who exemplifies the following characteristics and skills. If this describes you, we encourage you to apply.

- Extremely passionate about promoting environmental and community stewardship, and making Omaha a more sustainable city
- Values diversity, equity, and inclusion, and committed to ensuring DEI is embodied in KOB's work
- Outstanding writer and strategist for the purpose of composing grant applications and reports
- Exceptionally organized, highly efficient in time management, and can effectively balance multiple duties
- Able to think critically, take initiative, and problem solve independently
- Strong interpersonal skills with an ability to work effectively with people from diverse backgrounds
- Able to successfully lead a small team and coach individuals using a strengths-based approach
- Creative mind with a knack for generating and implementing innovative ideas
- Adept at making improvements that streamline work processes, especially by integrating technology and digital-based approaches
- Flexible and can adapt to shifts in priorities and work demands
- Strong project management skills and known for achieving objectives within budget and on time
- Motivated to continuously grow and improve as a professional

We are a very active and mobile team that conducts work throughout the city. In order to provide programming for all of Omaha, we ask that candidates possess the following:

- Must have a valid driver's license and access to a personal vehicle. KOB is supportive of active multi-modal transportation (walk, bike, bus, carpool) and even provides a public transportation commuting benefit, but given the nature of our work and this position, reliable access to a vehicle is necessary
- Must be able to work in a variety of settings, including an office environment with potential for several hours in front of a computer and periodically at offsite/outdoor locations to assist with community events and programming
- Must be able to lift up to 30 pounds in order to assist with moving program equipment and setting up for community events

Additional Preferences *(not required, but a definite plus)*

- Biliterate and bilingual in English and Spanish
- Specialized training in specific sustainability-related topics and/or a master's degree in one of the fields noted in the "Education & Experience" section
- Strong professional relationships with area foundations and knowledge of the local philanthropic community
- Familiarity with the Omaha nonprofit sector and experience developing community partnerships
- Experience effectively coaching and helping develop employees
- Comfortable conducting formal presentations and speaking in front of large groups
- Experience developing and/or evaluating educational programming, especially focused on the environment
- Knowledge of arboriculture, horticulture, and/or sustainable landscapes

Application Process

- To apply, please email your tailored resume and cover letter as PDF files to Chris Stratman at **HelloKOB@cityofomaha.org** with *KOB Director of Grants & Operations* in the subject line
- In the cover letter, please make sure to include the following:
 - Note how/where you heard about the position
 - Specify your earliest potential start date if offered the position
 - Clarify how you strategically approach writing grants (or business proposals) and your experience successfully securing funding (or clients)
 - Describe why KOB's mission resonates with you
- Screening begins immediately and continues until the position is filled, but we will likely close the application period prior to May 27th.

Summary

In summary, we are looking for someone with the right talents, potential, and commitment to our mission – an individual who believes in environmental stewardship and truly wants to make Omaha a more vibrant, sustainable, and equitable city. The right candidate is motivated to work hard, be innovative, and contribute to a team that is committed to having a lasting and meaningful impact on our community and the environment. In addition to this person being talented at strategizing and drafting grant applications, we also expect the individual to be crazy organized, enjoy coordinating the diverse operational aspects of a small nonprofit organization, and demonstrate strong management capabilities. Our plan is to tailor the role to the strengths and interests of the selected candidate, and modify the position as the individual develops professionally. If this sounds like you, please consider joining our team!