



Position Description

Position Title: Deputy Director

Status: Exempt

Position Reports To: Executive Director

Schedule: Full time with some flexibility in scheduling. May be required to work additional and/or evening hours during busy time periods or for meetings and special events.

Salary Range: \$75,000-95,000

Additional Employee Benefits: Full-time employees are offered the following benefits:

- Health
- Dental
- Life insurance
- Retirement plan program
- Unlimited paid time off
- Paid federal holidays, compassionate leave and voting leave

This position will work closely with the Executive Director to support the strategic and operational aspects of major initiatives of the organization to ensure a systems approach. The ideal candidate will lead internal team members, build relationships with external key stakeholders, and assist with financial oversight and administration of the organization.

General Summary of Responsibilities:

- Lead staff as they implement their initiatives and program operations.
- Provide critical support to organization's directors in aligning strategic goals with the foundation of their work.
- Lead all programs with a focus on continuous quality improvement and evaluation.
- Provide leadership and input for all strategic plan implementation processes with the Executive Director, Board of Directors, and staff.
- Work collaboratively with the Executive Director to develop, manage, and report on an annual budget and manage ongoing financials.
- Assists in ensuring all regulations and requirements of governing bodies are met.
- Responsible for high quality interactions and clear and consistent communications with partners.
- Assist with special projects and working groups as needed.

- Assist with intersections among other Women’s Fund initiatives, and community awareness and engagement regarding issues impacting individuals who identify as women and girls.
- Perform other duties as assigned.

I. Qualifications:

Seven years of increasing work responsibilities, including organizational or community leadership, project management, and operational skills required; and/or relevant bachelor’s or master’s degree. Experience in nonprofit industry a plus.

II. Knowledge, skills, abilities:

- Alignment with Women’s Fund core values, including, equity, bold impact, collaboration, intersectionality, bodily autonomy, community voice.
- Ability to take initiative, be solution-focused, and drive priorities while working in a fluid and fast-paced environment.
- Excellent organizational skills.
- Understand and work to implement collective impact and system-change strategies.
- Highly efficient in time management and can meet deadlines under pressure.
- Financial acumen plus budget development, financial analysis, and operational management skills.
- Leadership strengths that facilitate inclusivity and a focus on positive outcomes.
- Demonstrated ability to communicate clearly, consistently, and appropriately with internal and external partners (including meeting/group facilitation).
- Demonstrated ability to build community and foster collaborative efforts among cross-sector stakeholders and organizations.
- Ability to create, write, implement, and assess action plans and technical reports.
- Ability to communicate the mission and values of the Women’s Fund.
- Proficiency in Microsoft Office Suite.

How to Apply:

Interested candidates should send a cover letter and current resume to Jo Giles at JGiles@OmahaWomensFund.org by Friday, December 3, 2021.

About the Women’s Fund

The Women’s Fund is a nonprofit organization dedicated to improving the lives of area women and girls. As a trusted expert in the community, the organization identifies critical issues, funds innovative solutions, and influences dynamic change. Since its beginning in 1990, the Women’s Fund has supported local agencies with more than \$50 million in grants for programs that address the most pressing issues as identified by its research and has established its own programs to meet unaddressed needs. It is the only foundation that provides grants exclusively to programs for women and girls and is the leading organization researching issues concerning women and girls in order to raise awareness and drive change. For more information, visit OmahaWomensFund.org.

Nondiscrimination Policy

The Women's Fund does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, gender identity, age, national origin (ancestry), disability, marital status, sexual orientation, citizenship status, veteran status, political affiliation, or economic status, in any of its programs, activities, and employment. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, and partners.

The Women's Fund is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

Last Revised: November 2021

Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, or skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.