



Position Description

Position Title: Grant Program Coordinator

Status: Exempt

Position Reports To: Deputy 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. Hybrid work environment that includes mandatory in-office time in Omaha on Mondays and Wednesdays.

Salary Range: \$50,000-60,000

Additional Employee Benefits:

- Health
- Dental
- Vision
- Life insurance
- Retirement plan program
- Paid federal holidays
- Generous PTO policy
- Funds to support professional development
- Monthly cell phone and wellness stipend

This position will support our two grant making programs, Freedom from Violence and the Adolescent Health Project. This includes managing annual grants and contracts, providing administrative support, and coordinating programs related to grant projects and other organizational initiatives.

General Summary of Responsibilities:

Community Support

- Support and administer annual grant applications and payments.
- Provide logistical and administrative support to all grantee convenings.
- Coordinate a medical elective in partnership with local universities and community partners.
- Support operations and development for the Sexual Health Vending Machine Project.
- Schedule and maintain agendas for meetings related to federal grant funding in partnership with the City of Omaha.

I. Qualifications:

Bachelor's degree and a minimum of three years of non-profit experience.

II. Knowledge, skills, abilities:

- Alignment with Women’s Fund core values, including equity, bodily autonomy, collaboration, intersectionality, community voice, bold impact and rest.
- Ability to take initiative, be solution-focused and drive priorities while working in a fluid and fast-paced environment.
- Demonstrated ability to communicate clearly and consistently with internal and external partners.
- Demonstrated ability to build community and foster collaborative efforts among cross-sector stakeholders and organizations.
- Ability to manage timelines and projects independently in a hybrid working environment.

Please provide contact information and upload a cover letter and resume via this link:

https://www.surveymonkey.com/r/WFO_ProgramCoordinator_2025

About the Women’s Fund

The Women’s Fund is a nonprofit organization dedicated to improving the lives of individuals experiencing gender-based oppression. 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 \$58 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. We are the only local foundation that provides grants exclusively to programs addressing gender-based inequities, and we are the leading organization researching issues impacting anyone who experiences gender-based oppression. Visit OmahaWomensFund.org for more information.

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.

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.