



Position Description

Position Title:	Vice President of Strategic Initiatives
Status:	Exempt
Position Reports To:	Executive Director
Schedule:	Full time at 40 hours per week or more with some flexibility in scheduling. May be required to work additional and/or evening hours during busy time periods or for special events.
Salary:	\$75,000 - \$95,000

I. General Summary of Responsibilities:

Support the strategic and operational aspects of major initiatives of the organization to ensure a systems approach. Builds relationships with internal team and external key stakeholders to enhance organizational influence. Position includes:

- Coordination of statewide efforts in major initiatives; helping develop infrastructure that supports strategies to respond to issues facing all women and girls.
- Provision of critical support to project managers in translating initiative goals into coherent theory of action and investment plans.
- Accountable for guiding project managers to ensure that initiatives are strategically aligned and outcomes are defined that will lead to impact on key strategy goals.
- Expertly facilitate process definition and improvement efforts in support of project productivity. Works with project managers to identify process gaps and inefficiencies that impedes effectiveness. This role promotes efficiency and productivity on the team by providing leadership and support in process development and improvement, implementation, and improvement of tools, analysis and reporting and change management.
- Responsible for high quality interactions and clear and consistent communications with partners.

II. Minimum Qualifications (Education and Experience):

Bachelor's degree required. Master's degree preferred. Five years of general work experience including community or regional planning, project management or organizational leadership required.

III. Knowledge, Skills, Abilities and Personal Attributes Required:

- Creativity, flexibility and adaptability.
- Understanding of collective impact and system-change strategies.

- Leadership strengths that facilitate inclusivity and a focus on positive outcomes; experience/expertise in process and meeting facilitation.
- Ability to work in a fluid environment with ongoing reorganization and partner with colleagues to achieve objectives.
- Ability to work and make judgments independently and take initiative.
- Financial acumen plus budget development, financial analysis and operational management skills.
- Excellent written and oral communication skills.
- Effective group facilitation skills.
- Able to create, write, implement and assess action plans and technical reports.
- Excellent organizational skills.
- Ability to build community and foster collaborative efforts among cross-sector organizations.
- Exceptional research and analysis skills.
- Solution focused.
- Effectively multi-task, establish priorities and work in a fast-paced environment.
- Highly efficient in time management and can meet deadlines under pressure.
- Proficiency using MSWord, Outlook Excel, PowerPoint, and related software.

Last Revised: January 2018

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.

How to Apply:

Interested candidates should send a cover letter and current resume to Michelle Zych at MZych@OmahaWomensFund.org.

About the Women’s Fund of Omaha

The Women’s Fund of Omaha is a nonprofit organization dedicated to improving the lives of Omaha-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 \$11 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 Omaha’s women and girls, and is the leading organization researching issues concerning Omaha women and girls in order to raise awareness and drive change. For more information, visit OmahaWomensFund.org.