



Job Title: Development Specialist
Position Type: Part time non-exempt
Function/s: Organizational Capacity

No More Empty Pots

Education. Stewardship. Sustainability.

About No More Empty Pots

No More Empty Pots (NMEP) is a grassroots non-profit corporation that connects individuals and groups to improve self-sufficiency, regional food security and economic resilience of urban and rural communities through advocacy and action. No More Empty Pots' vision is to support communities in becoming self-sufficient and food secure through collaboration and adhering to core values of education, stewardship, and sustainability.

Position Description | Development Specialist

No More Empty Pots seeks a highly motivated, friendly, detail-oriented individual with strong time management skills and development experience to join our team. The position is responsible for general development activities including donor engagement, major gifts, fundraising, grants, and campaigns. This position reports directly to the CEO.

85% Development

- Researching, identifying, developing, and responding to grant opportunities
- Managing and implementing a donor cultivation plan including donor engagement and stewardship
- Supporting and developing giving campaigns
- Supporting staff in correlating campaign and donor engagement strategies
- Developing donor engagement strategies in collaboration with the CEO and other designated staff
- Implementing a robust, well-rounded development plan and ensuring that necessary time and resources are managed effectively and efficiently
- Work closely with the Evaluation & Engagement Manager to align fundraising strategies and processes with evaluation requirements and procedures and drive data-influenced development strategies
- Work closely with the Marketing Coordinator to collect and manage media content for development purposes
- Collaborate with Evaluation & Engagement Manager to engage the Guild in fundraising efforts

15% Administrative

- Attending supervision and team meetings, responding to email and communications, professional development

All NMEP staff are expected to prioritize people and a focus on relationships while maintaining high standards of program delivery and using sustainable budgeting and time management practices.

Required Qualifications:

- At least 2 years of substantially similar experience and Associate's Degree in a related field
- At least 1 year project or program management or coordination experience
- Competence with Google suite and Microsoft Office
- Must be deadline driven, work with a sense of urgency, and be detail oriented
- Ability to work with diverse populations both internally and externally
- Ability to work in an organized and efficient manner
- Highly effective written and spoken communication
- Willing and able to learn new tools and skills in a tech-friendly environment

Preferred Skills, Qualities, and Experience:

- 4+ years working in a similar role OR Bachelor's Degree in a related field and comparable experience
- Ability to grow technical competencies
- Familiarity with Salsa or other donor management systems
- Experience with email marketing tools such as MailChimp and Constant Contact
- Experience and skill to support, contribute to, and strengthen a vibrant, culturally diverse, and inclusive community of stakeholders
- Experience and skill to anticipate, deliver on, and exceed the expectations of stakeholders in order to build trust
- Previous knowledge of or interest to learn about the metro Omaha local food scene, food security initiatives, economic sufficiency initiatives, and Omaha community organizations and programs
- Written and spoken Spanish language competencies
- Experience working in non-profit sector or familiarity with Omaha-area nonprofits
- Familiarity with No More Empty Pots programs, history, and partner relationships

FYI Competencies:

- **Communicates effectively (7):** Being Open and Receptive/Listening, Presentation & Organizational Positioning Skills/Communicating Effectively
- **Cultivates innovation (19):** Strategic Skills/Creating the New and Different/Innovation Management
- **Builds networks (21):** Being Organizationally Savvy/ Political Savvy
- **Demonstrates self-awareness (29):** Being Open and Receptive/ Demonstrating Personal Flexibility/Self-Knowledge
- **Situational adaptability (31):** Demonstrating Personal Flexibility

Working Conditions:

- This person frequently communicates with staff, students, volunteers, vendors, guests to the program, and others about program and organizational operations, policies, and products. Must be able to communicate and exchange accurate and relevant information in these situations.
- May need to move about buildings or different locations
- Constantly works indoors
- Constantly operates a computer and other office equipment
- Occasionally moves materials weighing up to 30 pounds
- A valid driver's license, access to transportation, and local travel are required
- Flexibility to work evenings and weekends

Compensation: Commensurate with experience, \$15-20/hour

Benefits: Full time staff are eligible for insurance benefits and all staff are eligible for paid vacation and personal time off. Flexible schedule and annual professional development funds.

Status: Part time non-exempt, 20-25 hours/week.

Reports to: CEO

To Apply: To be considered for this position, please submit a resume, cover letter, and two professional references to No More Empty Pots at jobs@nmepomaha.org. Be sure to include why this position with No More Empty Pots is a good fit for you.

No More Empty Pots does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment.