



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

The position is responsible for general development activities including donor engagement, major gifts, fundraising, grants, and campaigns. The Development Specialist manages detailed files and databases, trailers communication for internal and external stakeholders, and does what it takes to deliver projects on time. Candidates must be local with opportunity for remote work. This position reports directly to the CEO.

All candidates for NMEP positions are evaluated on "get it," "want it," and "capacity to do it," as well as our 8 values: trustworthiness, people-orientedness, ability to accept challenges, ability to prioritize, ability to problem solve, versatility in applying knowledge and skills, commitment to NMEP's mission, and dedication to reducing structural inequities. 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.

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 drive data-influenced development strategies
- Work closely with marketing and communications to collect and manage media content for development purposes
- Complies with approved budget on projects
- Collaborate with the Guild in fundraising efforts

15% Administrative

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

Other duties as assigned

Required Qualifications:

- Associate's Degree in a marketing, fundraising, public administration or related field OR two years comparable experience

- At least 1 year project or program or project management or coordination, event planning, or related experience
- Competence with Google Suite and Microsoft Office
- Strong project management and communication skills required
- Willing and able to learn new tools and skills in a tech-friendly environment
- Access to transportation and local travel are required

Preferred Skills, Qualities, and Experience:

- Bachelor's or master's degree in marketing, fundraising, public administration, or a related field OR comparable experience
- Experience with marketing platforms and donor management systems
- A strong existing network in the Omaha community with NMEP partners, funders, participants, and food system players. Previous experience working on NMEP projects strongly preferred.

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
- Flexibility to work evenings and weekends

Compensation: Commensurate with experience, \$15-21/hour plus benefits

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.