



**Job Title:** Director of Advancement  
**Position Type:** Full time exempt  
**Function/s:** Fund Development & Advancement

## 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 | Director of Advancement**

No More Empty Pots is seeking a charismatic and curious leader who loves people and purpose. This person will work closely with the CEO to foster a culture of philanthropy through systems and procedures that support comprehensive organizational advancement including strategic donor engagement, major gifts, fundraising, grants, and campaigns. The director secures charitable contributions, ensures file and database accuracy, guides communications for internal and external stakeholders, delivers projects on time aligned with mission, integrity and intention while maintaining accountability and compliance standards for donors and funding sources. This position will provide authentic leadership for a team of professionals supporting organizational advancement. Candidates must be local with the opportunity for some remote work. The director reports directly to the CEO.

All candidates for NMEP positions are evaluated on "get it," "want it," and "capacity to do it," and the values: forward thinking, arable & adaptable, innovative & solution oriented, people centered & trustworthy, and dedicated. All candidates must have the ability to accept challenges, ability to prioritize, ability to problem solve, versatility in applying knowledge and skills, commitment to the mission, and dedication to removing structural inequities. All NMEP staff are expected to prioritize people and a focus on relationships while maintaining high standards of program delivery.

### **90% Advancement**

- Update and implement a comprehensive fund development plan that amplifies organizational advancement
- Develop a prospect and major donor portfolio
- Manage and implement a donor cultivation plan including donor engagement and stewardship
- Research, identify, develop, and respond to grant opportunities
- Develop and manage at least two giving campaigns per year
- Lead staff in developing and implementing campaign and donor engagement strategies
- Develop and guide data-influenced fund development and donor engagement strategies in collaboration with the CEO and stakeholders
- Lead and support marketing, communications and evaluation staff to collect and manage content, data and materials for fund development and organizational advancement
- Engage with the board finance committee and internal financials team to drive fund development strategy
- Collaborate with the NMEP Guild in fundraising efforts
- Ensure accuracy, security and integrity of donor files and database and prompt follow-up with acknowledgements
- Works with the chief executive officer, development committee(s) chair(s) and chair of the governing board members to ensure fulfillment of fund development roles and facilitate interaction between management and volunteers.
- Adhere to the highest ethical standards in management, governance, and fund development. Convey a professional and positive image and attitude regarding the organization and nonprofit sector. Demonstrate commitment to continued professional growth and development.

### **10% Administrative**

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

## Other duties as assigned

### Required Qualifications:

- Bachelor's degree in communications, nonprofit administration, or a related field with at least 5 years relevant experience and at least 4 years fundraising, project or program management or similar experience
- Associates degree in communications, business administration or related field with at 10 years relevant experience and at least 6 years fundraising, project or program management, CFRE credential or similar experience
- Highly skilled with Google Suite and Microsoft Office, donor databases like Salsa and Blackbaud and committed to learning new tools and skills in a tech-friendly environment
- Strong track record in fundraising
- Success in leading and managing a team of professionals
- Access to transportation and local travel are required
- Knowledge and experience in the following areas: the nature and dimensions of philanthropy, ethics, motivations for giving and volunteering, research and cultivation practices, face-to-face solicitation, proposal writing, special events and direct mail, and development office functions including gift processing, prospect and donor histories, and fundraising reporting.

### Preferred Skills, Qualities, and Experience:

- Master's degree in marketing, fundraising, public administration, or a related field
- At least five years fundraising, donor management and/or fund development experience.
- CFRE (Certified Fund Raising Professional) credential
- Success in leading and managing a team of professionals in marketing, communications, finance and evaluation
- A strong existing network in the Omaha community with funders, participants, and food system stakeholders.

### Working Conditions & Physical Demands:

- This is a high-stress position that helps set the direction and ensures the health of the institution. The individual is expected to be a competent fundraising professional and an excellent organizational development specialist.
- Frequently communicates with staff, volunteers, donors, program guests, and others about program and organizational operations, policies, and products. Must be able to communicate accurate and relevant information
- Plan and meet deadlines. Maintain a flexible work schedule to meet the demands of executive management.
- Demonstrate initiative and work as a team player
- 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:** Salary will be commensurate with experiences and the range starts at \$55,000 per year with benefits.

**Status:** Full time exempt.

**Reports to:** CEO

**To Apply:** To be considered for this position, please submit a resume, cover letter, proposal writing sample, fund development history and two professional references to No More Empty Pots at [jobs@nmepomaha.org](mailto:jobs@nmepomaha.org). Be sure to include why this position with No More Empty Pots is a good fit for you.

Black, Indigenous, Latinx and any people of color, LGBTQ+ identities and anyone with marginalized identities are strongly encouraged to apply.

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.