

POSITION TITLE | **Development Director** (Full-Time, Exempt)

COMPENSATION | \$57,500 to \$65,000, plus bonus (based on skillset and relevant experience)

BONUS | Incentive structure projects \$10,000 to \$25,000 in additional compensation, based on recognition of attaining practical annual development goals.

BENEFITS | Progressive workplace with paid vacation and sick leave, flexible schedules (remote work friendly), support for professional development/travel/continuing education, health insurance (medical/dental/vision), life insurance, short- and long-term disability, and savings plans (HSA, 401K) with retirement match.

THE ROLE | NeighborWorks Lincoln seeks a Development Director that will help propel its mission to, “improve lives by expanding affordable housing opportunities and strengthening neighborhoods.” This team member will develop and implement an annual development plan that helps the organization develop solutions to the region’s most pressing housing challenges. This candidate will succeed a departed staff member (relocation) and will help shape organizational strategy and move the region forward, including the following core functions:

- 33% - Networking and organizational leadership (annual development plan, communications/brand strategy, and partner development)
- 33% - Events and Campaign Planning
- 33% - Grant management, including application assembly (12-15 annually) and contract compliance.

ABOUT US | NeighborWorks Lincoln is a force for opportunity and inclusion across Lincoln as we work toward a future where every child and adult lives in a quality affordable home in a strong and socially-connected neighborhood. We believe these are the building blocks of a healthy and equitable city. Since 1986, the community housing development organization (CHDO) has engaged neighborhoods holistically through education, engagement, and development services. The staff works to create a fun and meaningful work environment that features a high level of autonomy for each of three program area teams (homeownership, community building, real estate) that benefit from frequent and strategic collaboration to improve outcomes for residents and neighborhoods alike. NWL is an “exemplary” affiliate of the NeighborWorks America network.

REQUIREMENTS/PREFERENCES | Successful candidates will demonstrate a combination of the following:

- Undergraduate degree (or corollary practical experience) in a related field, plus previous community development and/or advocacy campaign experience
- Self-driven and independent with ability to work effectively in group and diverse settings
- Excellent written and oral communication and presentation skills; fluency in traditional and social media
- Fluency with Microsoft Office Suite (required) and Google Workspace, CRM software (preferred)
- Dynamic and detail-oriented, with the ability to develop and implement a work plan
- Relators with an ability to build rapport establish meaningful relationships (colleagues and partners)
- A basic knowledge of appreciative inquiry, systems thinking, and asset-based community development would help a new hire hit the ground running, but is not required.
- Belief in the power of affordable housing to stabilize families and advance neighborhoods

CONFIDENTIALITY | NWL understands that the pursuit of new employment can be a worrisome endeavor for anyone with stable employment and is committed to conducting the hiring process with the requisite confidentiality and accommodation requested by each candidate. Please indicate any special requests in your cover letter/email.

DIVERSITY AND INCLUSION | NeighborWorks Lincoln is committed to inclusive and equitable practices in all aspects of our work, including the furtherance of fair housing and equitable opportunities for all people to live in strong neighborhoods with access to dignified housing. This work includes individual and organizational analysis of our role in the cessation (or furtherance) of harmful social and economic structures, including affirmative hiring practices, where we are committed to seeking out and providing candidates of any race, color, national origin, ethnic background, religion, gender, gender identity, sexual orientation, age, or disability full consideration.

SCHEDULING | NWL is supportive of flexible and remote scheduling. Depending on candidate profile, this role could be full-remote aside from regular (in-person) meeting attendance. “Comp time” is utilized to recognize extraordinary effort and any evening or weekend commitments. Professional development and community service are encouraged, even during work hours (with sufficient notice).

APPLY | Email the following to Jake McMullin of Zelle Human Resource Solutions at jake@zellehr.com (confirmation of receipt will be provided):

- Cover letter (1 page preferred) that explains your interest in the position/organization and any relevant experience
- Resume or Curriculum Vitae
- NOTE: A writing sample and professional references will be sought from finalists

TIMING | Initial applicant review will begin the week of Nov 21, with a preferred start date of Jan 3, 2023. Incomplete or illegible materials may be rejected and NWL reserves the right to waive any requirement or consider applicants that have not formally applied.