

POSITION TITLE | Chief Operating Officer/Program Director (Full-Time Exempt)

THE ROLE | NeighborWorks Lincoln seeks a Chief Operating Officer (COO) capable of advancing its mission to *improve lives by expanding affordable housing opportunities and strengthening neighborhoods*. This team leader will collaborate with a talented and dynamic group of mission-driven professionals to direct programs and administer several aspects of organizational operation, including board engagement, finance, compliance, program evaluation, and partner development. Program areas include real estate development, homeownership, and community building. All three teams are led by subject matter experts who are collectively innovating solutions to the region's most pressing housing and community development challenges. The chosen candidate will work closely with each of these teams to ensure efficacy and impact and, through them, position the organization to achieve sustainability and influence. Core functions include:

- 30%** - Program Evaluation (efficacy, impact, resilience) and Partner Development
- 30%** - Organizational Finance and Compliance (grants, contracts, etc.)
- 20%** - General Administration and Procedural Innovation
- 10%** - Board Facilitation
- 10%** - Strategic Planning and Organizational Development/Positioning

COMPENSATION | \$70,000 to \$85,000, plus benefits (based on skillset and relevant experience)

BENEFITS | Progressive workplace with paid vacation and sick leave, flexible schedules (3:2 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 (4%).

ABOUT US | *NeighborWorks Lincoln is a force for opportunity and inclusion across Lincoln working 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, our community housing development organization (CHDO) has engaged neighborhoods holistically through education, engagement, and development services. The staff works to create a fun and thoughtful work environment that features a high level of autonomy and purpose for each of three program teams that benefit from frequent and strategic collaboration to improve outcomes for residents and neighborhoods alike. NWL is an "exemplary" affiliate of the NeighborWorks America national network.*

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

- Undergraduate degree in a related field (preferred) and at least five years of practical experience in program implementation, communications, development, nonprofit administration, or compliance
- Experience with program development, implementation, and/or evaluation
- Demonstrated ability to facilitate teams, manage direct reports, and work effectively in groups
- Refined professional communication, including written, verbal, and presentation skills
- Fluency with Microsoft Office (required) and Google Workspace (preferred)
- Attentive to detail and able to develop a work plan; familiar with logic models and evaluative metrics
- Belief in the power of affordable housing to stabilize families and advance neighborhoods
- Personal and professional commitment to a more inclusive and equitable Lincoln

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 oppressive social and economic structures. We are committed to employing affirmative hiring practices and will provide 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. A 3:2 remote work strategy asks most team members to work from the office 60% of the time and be reachable by their peers from 10am and 3pm, daily. "Comp time" is utilized to recognize extraordinary effort as well as infrequent evening and weekend commitments. Professional development and community service are encouraged, even (especially) during work hours (with sufficient notice).

APPLY | Email the following to Jake McMullin at Zelle Human Resource Solutions via jake@zellehr.com

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

TIMING | Applicant interviews will begin the week of Feb 27, with a preferred start date of Apr 1, 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.