



## POSITION DESCRIPTION

TITLE: Communications & Fundraising Specialist  
REPORTS TO: Strategic Initiatives Senior Director  
LOCATION: 1111 N. 13<sup>th</sup> Street, Suite 311, Omaha, NE 68102  
EMPLOYMENT TYPE: Permanent/Full-time  
CLASSIFICATION: Exempt  
SALARY: \$54,000-\$60,000 annual salary, negotiable  
APPLY: Submit a writing sample and resume to Nicky Sullivan at [nicky@sparkcdi.org](mailto:nicky@sparkcdi.org).  
The position will remain open until filled. Applications received by January 21, 2022, are guaranteed consideration.

**Do you want to love what you do and make a difference? Here's your opportunity! Spark seeks to add a dynamic writer to our team of community developers to help with communications, grant-writing, and public relations.**

Spark is community development nonprofit that brings a unique, collaborative, and community-based approach to economic development in the Omaha area. Our mission is to help profoundly transform disinvested neighborhoods into thriving and prosperous communities.

View our [website](#) for more information.

### Summary

Reporting to and in partnership with the Strategic Initiatives Senior Director, the Communications & Fundraising Specialist will help Spark continue to grow by managing our brand, communications, marketing, PR, and fundraising efforts. This position will develop, oversee, and evaluate strategy, write communications and fundraising materials – including grant applications and reports – and monitor and manage Spark's online and social media presence. The Communications & Fundraising Specialist must have topnotch written and verbal communication skills, a strong track record of supporting successful fundraising efforts, and the ability to collaborate with diverse stakeholders.

### Essential Functions

- Support the creation and implementation of communications and fundraising strategies.
- Manage Spark's position, brand, messaging, and all internal and external organizational and project-focused communications.
- Create engaging and informative strategies and pieces to promote Spark and its holistic community development projects, including campaigns, presentations, reports, press releases, videos, exhibits, organizational and project websites, and social media.
- Help secure financial support from local, regional and national corporations, foundations, individuals, and public-sector sources by assisting with donor research, creating case statements, and writing and tracking proposals, applications, reports, and gifts.
- Recruit and help manage interns, volunteers, and consultants to support communications, evaluation, and fundraising needs.

- Be a positive representative of Spark and progressive advocate for holistic community development.

### Core Values

Spark's core values reflect the way we do business. All Spark staff must consistently embody these values in their everyday work and interactions with other team members and external parties:

1. Collaborative – everything we do, we do in partnership with others – neighborhood leaders, nonprofit partners, developers, government officials
2. Passionate – we strongly believe in and value the assets/strengths of community members and neighborhoods
3. Hard Working – we get stuff done by rolling up our sleeves and undertaking difficult initiatives and conversations
4. Trustworthy – we are honest and transparent with each other, our partners, and the community
5. Strategic – our work relies on understanding the big picture and long-term outcomes, and we work thoughtfully and intentionally to get there

### Competencies

- Deep commitment to the mission and values of Spark, is tenacious about achieving organizational goals
- Has a track record demonstrating initiative through self-direction and working independently
- Must be quick, smart, flexible, and possess a high level of analytical aptitude along with creative problem-solving skills in support of sound decision-making
- Strong interpersonal skills, is able to bring out the best in others, promotes teamwork and ability to work effectively with staff, donors, key stakeholders, and others
- Effective across cultural contexts; negotiates and facilitates through cultural differences and commits to long-term sustained action to dismantle systemic racism; understands implicit bias, cultural competency, and the principles of social justice

### Qualifications & Experience

- Requires at least three years of professional experience in communications and/or fundraising
- Excellent writing, editing, and public speaking skills
- Fluency in English required; biliteracy in Spanish preferred
- Experience applying for and managing multiple local, state and federal funding sources and familiarity with philanthropic giving in the Omaha/Council Bluffs area and knowledge of local, regional, and national private and public funding sources
- Success with creating and implementing communications, reporting, and fundraising strategies that delivered desired results
- Exceptional project management skills with sound time management and organizational skills and an ability to coordinate complex activities and prioritize conflicting demands and deadlines
- Proficiency in Microsoft Office Suite, Adobe Creative Suite, MailChimp, and Squarespace
- Proficiency working with Apple computers
- Requires valid identification and ability to provide own transportation
- Highly organized, superb attention to detail, and timely follow-through skills
- Adheres to the organization's current COVID-19 vaccination policy
- Able to create a program of work and establish metrics to track results.
- Able to work flexible hours including early mornings, evenings, and weekends when necessary

### Supervisory Responsibilities

This position does not currently manage paid staff members.

### Benefit Information

Benefits include health, dental and vision insurance, life-insurance, short- and long-term disability insurance, retirement plan, paid holidays and vacation leave, resources to support professional development, and a flexible work environment.

### Work Environment

Spark staff members have a flexible work from home policy that allows staff to work from the office or elsewhere so long as their schedule is communicated with their supervisor.

### Physical Demands

The employee must be able to use a computer and perform routine office and clerical tasks. Ability to type from written material, read from a computer monitor, and engage in video conferencing is required.

### Position Type and Expected Hours of Work

The Communications & Fundraising Specialist is a full-time permanent position. Spark's office hours are generally from 8:30 a.m. – 4:30 p.m., Monday through Friday. Flexible scheduling is allowed. The employee should expect to lead or participate in programs and stakeholder meetings that occur before or after office hours, and on the weekends.

### Travel

Currently, the employee is rarely required to travel locally and there are no requirements for out-of-town travel. Typically, the employee can expect regular local travel within the Omaha/Council Bluffs region for meetings and events, and overnight travel outside of the region for trainings and conferences approximately two or three times a year.

### Other Duties

The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

### Equal Employment Opportunity Policy

Spark is an Equal Opportunity Employer and will not discriminate in its employment practices, volunteer opportunities, or the delivery of programs or services, on the basis of race, religion, gender, gender identity, national origin, age, medical condition, veteran status, marital status, sexual orientation, or on the basis of disability if the employee can perform the essential functions of the job, with or without reasonable accommodations.