



## POSITION DESCRIPTION

TITLE:	Executive Director
REPORTS TO:	Spark Board of Directors
LOCATION:	1111 N. 13 <sup>th</sup> Street, Suite 311, Omaha, NE 68102
EMPLOYMENT TYPE:	Permanent/Full-time
CLASSIFICATION:	Exempt
SALARY:	\$125-\$135K
TO APPLY:	Send your resume and cover letter to <a href="mailto:info@sparkcdi.org">info@sparkcdi.org</a> by February 15, 2023 for consideration

Spark is a 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 the Spark Board of Directors and in partnership with the Spark Leadership Team, the Executive Director will help Spark continue to grow by leading the organization's Vision and Strategy and being the face of the organization to the community, developing relationships in support of Spark's initiatives for housing and development. The Executive Director must have topnotch communication skills, a strong track record of supporting successful fundraising efforts, strategic thinking and analysis skills, and the ability to collaborate with and lead diverse stakeholders.

### Essential Functions

#### Vision & Strategy

- Leads the annual program of work process and quarterly review with a catalytic and inspirational vision for the organization
- Strategizes on the deployment of projects, initiatives, and all organizational efforts through community relationships, knowledge, and leadership

#### Communication

- Routinely communicates between multiple parties (board, staff, partners, public officials) to share news, knowledge, and bring success to our work
- Speaks on behalf of the organization

#### Leadership

- Guides leadership team, executive committee, loan committee and the Spark board
- Oversees annual budgeting and fundraising strategy
- Champions the professional growth and capacity-building of the Spark team
- Convenes community partners to champion holistic community development in Omaha

### 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:

- Collaborative – everything we do, we do in partnership with others - neighborhood leaders, nonprofit partners, developers, government officials
- Passionate – we care about our work and the long-lasting impact we have in neighborhoods
- Hard Working – we get stuff done by rolling up our sleeves and undertaking difficult initiatives and conversations
- Trustworthy – we are honest and transparent with each other, our partners, and the community
- 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
- 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
- Strong coaching and management abilities that nurture, mentor, and empower superior employee performance and cultivate high employee engagement
- Demonstrates initiative through self-direction and working independently
- Quick, smart, flexible, and possess a high level of analytical aptitude along with openness to new ideas and creative problem-solving skills in support of sound decision-making
- Strong interpersonal skills, emotional intelligence and conflict management; is able to bring out the best in others; promotes teamwork and ability to work effectively with staff, donors, key stakeholders, and others

### Qualifications & Experience

- 10+ years relevant experience in community and/or economic development, nonprofit administration, or real estate finance
- Connections with, credibility in, and understanding of the community development ecosystem in Omaha
- Demonstrated experience in creating and managing operational, program and project budgets, with preference on nonprofit experience
- Strong oral and written communications skills
- Values transparency and innovation
- Able to work flexible hours including early mornings, evenings, and weekends when necessary
- Experience in use of common office machines and willingness to learn and use specialized equipment and technologies
- Proficiency in Microsoft Office Suite, HubSpot, Adobe Creative Suite, and working with Apple computers
- Adheres to the organization's current COVID-19 vaccination policy
- Requires valid identification and ability to provide own transportation

### Supervisory Responsibilities

Coaches the Director of Operations & Impact, Director of Learning & Development, and the Director of Urban Planning & Design

### 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 Executive Director 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 expected to travel locally and there are no expectations for out-of-town travel. Typically, the employee can expect regular local travel for meetings and events within the Omaha/Council Bluffs region, 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, based on race, religion, gender, gender identity, national origin, age, medical condition, veteran status, marital status, sexual orientation, or based on disability if the employee can perform the essential functions of the job, with or without reasonable accommodations.