



## DIRECTOR OF OPERATIONS

### About the Organization

Keep Omaha Beautiful (KOB) is an environmental nonprofit organization that was founded in 1959. KOB contributes to a healthy urban ecosystem through its Environmental Education programs, Pollution Prevention initiatives, Waste Reduction & Recycling education, and Tree Canopy Improvement projects. Each year, we work with thousands of students, volunteers, supporters, and partner organizations, inspiring community members of all ages to engage in sustainability efforts throughout our city.

***Mission: To foster environmental and community stewardship through education, service, and advocacy.***

### About the Position

We are seeking a full-time (40 hours/week) **Director of Operations** to join our team. This leadership role works closely with the Executive Director to manage daily operations, oversee the Tree Canopy Program in partnership with the Tree Program Manager, oversee project and database management, and support grant writing and reporting. The ideal candidate is highly organized, an effective leader, and a strong manager, ensuring smooth and efficient operations while providing vital support to the KOB team and Executive Director.

KOB values diversity, inclusion, and respect, and we are proud to be an equal opportunity employer. *Our organization is committed to ensuring an inclusive workplace that welcomes people of all backgrounds, experiences, and circumstances and reflects the diverse community we serve and value.*

### Essential Duties & Responsibilities

#### Leadership & Strategy

- Support the Executive Director in overseeing the organization's overall management
- Work closely with the Executive Director and community partners to develop initiatives that align with KOB's program priorities and further its mission
- Partner with the Executive Director, KOB team, and board to implement the organization's strategic plan effectively
- Direct and oversee the strategic direction of the Tree Canopy Improvement programs in partnership with the Tree Program Manager

#### Operations and Organizational Support

- Oversee office administrative functions, implementing policies and procedures to streamline and enhance daily operations
- Manage scheduling, prepare meeting agendas, and ensure smooth day-to-day organizational functions
- Support the Executive Director with human resources tasks, including recruitment, onboarding, training, and professional development
- Provide operational leadership in financial management, assisting with budgeting, reviewing reports, coordinating with KOB's contracted accountant, maintaining financial records, and processing invoices

- Offer team support as needed to help plan and execute KOB community events and programs

### Grant Writing & Fundraising

- Assist the Executive Director and contracted support with grant and sponsorship applications to secure funding for KOB's operations, programs, and events
- Monitor grant and sponsorship compliance, tracking progress and assisting in the timely submission of required reports
- Support or lead fundraising initiatives, including campaigns and events, to engage community donors and generate financial support

There will also be other duties as assigned. KOB is a small nonprofit that calls for all employees to wear numerous hats and contribute to an all-hands-on-deck approach. The ideal candidate will enjoy a diversity of responsibilities and embrace new duties as they emerge.

### **Skills**

We are looking for someone to join our team who is passionate about environmental and community stewardship, and contributing to Omaha's healthy urban ecosystem. This person should exemplify the following characteristics and skills.

- Tech-Savvy Workflow Optimization: Proficient in streamlining processes through technology and digital solutions, seamlessly integrating new and existing systems to improve efficiency. Comfortable adopting and implementing new technologies to enhance operations
- CRM Management: Experienced with Salesforce or similar CRM platforms, including configuring custom objects and fields, creating workflows and automation rules, managing user permissions, building reports and dashboards, maintaining data accuracy, and training team members on platform use
- Google Workspace Expertise: Skilled in Google Workspace and Microsoft Office equivalents, including Google Docs, Google Calendar, and Google Sheets (formulas, pivot tables, basic macros/scripts), as well as Google Forms (form creation, data validation, form logic, and extensions)
- Task Management Systems: Experienced with ClickUp or similar task management tools, including automations, task creation and assignment, template development, project management, and workflow organization for team efficiency
- Project Management Excellence: Strong project management skills with a track record of delivering objectives on time and within budget while ensuring smooth operations and team collaboration

### **Characteristics**

- Fosters an Inclusive and Collaborative Environment: Committed to creating a welcoming, inclusive, and dynamic workplace for staff, volunteers, and all who engage with KOB
- Exceptional Writer: Skilled in crafting compelling grant applications, reports, and other written communications
- Strategic and Forward-Thinking: Able to assess challenges, develop solutions, and align efforts with organizational goals
- Highly Organized and Efficient: Strong time management skills with the ability to balance multiple responsibilities effectively
- Thinks Critically: Takes initiative, and works independently to address challenges.
- Strong Interpersonal Skills: Builds meaningful connections and works effectively with individuals from diverse backgrounds

- Committed to Growth: Continuously seeks opportunities for professional development and improvement.
- Innovative and Creative: Brings fresh ideas and implements innovative solutions to enhance programs and operations
- Adaptable and Resilient: Flexible in adjusting to changing priorities, work demands, and schedules

#### **Additional Preferences** *(not required, but a definite plus)*

- Biliterate and bilingual in English and Spanish
- Familiarity with the Omaha nonprofit sector and experience developing community partnerships
- Experience effectively coaching and helping develop employees
- Comfortable conducting formal presentations and speaking in front of large groups
- Experience developing and/or evaluating educational programming, especially focused on the environment
- Knowledge of arboriculture, horticulture, and/or sustainable landscapes

#### **Schedule & Compensation**

- Full-time (40 hours/week) with occasional evening or weekend work (for community events), especially in the spring and fall
- Reports directly to the Executive Director and works at KOB's office located at 1819 Farnam Street, Suite 306 (there is also the opportunity to work remotely one to two days a week with some allowance for a flexible schedule)
- Competitive compensation based on talents, skills, and experience (starting annual salary: \$62,000-\$68,000)
- Attractive benefits package that includes a potential end-of-year financial incentive for outstanding performance, arrangements for a flexible work schedule, a health and wellness stipend, vision insurance, generous paid time off, an allotment for professional development, mobile phone benefit, public transportation benefit, paid downtown parking, life and long-term disability insurance, and a retirement savings benefit

#### **Required Education & Experience**

- A bachelor's degree in professional writing, communications, journalism, nonprofit management, business administration, finance, marketing, sustainability, environmental science, engineering, education, human resources, social work or another relevant field (equivalent life/work experience adequate to perform the essential duties and responsibilities may be a substitute for a degree)
- A minimum of four years of increasing work responsibilities consisting of:
  - Operations and project/process management
  - Knowledge and involvement with multiple of the following: organizational leadership, development, operations, staff supervision, program/project management, human resources, advocacy, and/or financial administration

#### **Additional Requirements**

We are an active and mobile team that conducts work throughout the city. In order to provide programming for all of Omaha, we ask that candidates possess the following:

- Must have a valid driver's license and access to a personal vehicle. KOB is supportive of active multi-modal transportation (walk, bike, bus, carpool) and provides a public transportation commuting benefit, but given the nature of our work and this position, reliable access to a vehicle is necessary

- Must be able to work in a variety of settings, including an office environment with potential for several hours in front of a computer, and periodically at offsite/outdoor locations to assist with community events and programming
- Must be able to lift up to 30 pounds in order to assist with moving program equipment and setting up for community events

### **Application Process**

- To apply, please email your tailored resume and cover letter as PDF files to Christie Abdul-Greene at [Christie.Abdul-Greene@KeepOmahaBeautiful.org](mailto:Christie.Abdul-Greene@KeepOmahaBeautiful.org) with *KOB Director of Operations* in the subject line
- In the cover letter, please make sure to include the following:
  - Describe your experience working in day-to-day operations of an organization or business
  - Specify your earliest potential start date if offered the position
  - Describe why KOB's mission resonates with you
- Screening begins immediately and continues until the position has received sufficient qualified applicants.