



**Job Title:** Affiliated Fund Development Coordinator – North Central Nebraska  
**Reports To:** Director of Affiliated Fund Development  
**Status:** Exempt, Full-Time  
**Updated:** January 2025

### **Position Purpose**

Nebraska Community Foundation (NCF) Affiliated Fund Development Coordinators support the organization's 1,500 volunteer community leaders using philanthropy to make a long-term positive impact in their communities. This is an opportunity for someone with both passion for the future of rural Nebraska communities and the skills to help community leaders achieve ambitious goals. You may be a good fit for this position if you have prior experience in community development or fundraising, bring a strengths/asset-based approach to your work, and thrive in a complex and highly collaborative environment. This is a remote position with preference for a candidate based in North Central Nebraska.

### **Examples of Specific Duties and Responsibilities**

- Serve as primary contact and resource person for several of NCF's affiliated funds in North Central Nebraska:
  - Respond to requests for assistance from those affiliated funds.
  - Build relationships with community leaders, donors, and financial planners.
  - Work with volunteer philanthropic leaders to develop community leadership capacity.
  - Help voluntary Fund Advisory Committees to grow their communities' unrestricted endowments through fundraising, including donor identification, stewardship, and solicitation of annual, major, and planned gifts.
- Together with other NCF staff, design, deliver, and facilitate services, trainings, and programs to help affiliated funds grow and achieve their goals. This may include:
  - Education, training, and technical assistance on various aspects of leadership, asset and donor development, marketing and communications, community impact, and NCF policies and procedures.
  - Action Planning, Impact Planning, and community visioning sessions.
  - Fund Advisory Committee member, officer, and peer mentor orientation.
  - Statewide, regional, and program-specific peer-learning sessions.
  - Contributing to communications and educational materials for various NCF constituencies.
- Build relationships and collaborate with external partners, as appropriate.

### **Education, Skills and/or Experience**

- Bachelor's degree strongly preferred; equivalent combination of education and experience will be considered.
- A minimum of 3 – 5 years' experience and proven track record of success in either community development work or fundraising.
- Ability to facilitate participatory dialogue, lead groups to consensus, and create action plans that achieve their goals.
- Ability to communicate clearly and concisely, both orally and in writing, to diverse audiences, including affiliated fund volunteers, donors, professional advisors, NCF staff, and other constituents.
- Experience working with individuals from a wide variety of backgrounds. Sees increasing diversity as an opportunity to strengthen the organization.
- Committed to long-term, positive community change efforts.

- Excellent listening skills.
- Ability to think critically and prioritize activities.
- Familiarity with principles of economic and organizational development.
- Awareness of principles of adult learning, training, and development.
- Ability to build and maintain strong, trusting relationships in communities and with organizational partners.
- Self-motivated and able to motivate affiliated fund leaders and volunteers.
- Big picture thinker who can also give attention to detail.
- Strong administrative, time management and organizational skills.
- Proficient in computer applications, including Word, Excel, and PowerPoint.

**Other**

- This position is based in North Central Nebraska and requires regular travel throughout North Central Nebraska and occasionally the state, including overnight travel.
- Some night and weekend work are required.
- Valid driver's license and reliable transportation.
- Excellent attendance and timeliness.
- Nebraska Community Foundation is based in Lincoln, NE with remote employees located across the state.

*This job description is intended to be general and may evolve over time. The description is subject to periodic updating. At management's discretion, the employee may be assigned different and/or additional duties or responsibilities.*