

JOB TITLE/POSITION: Fund Development Director

REPORTS TO: Executive Director

SALARY RANGE: \$20 - 22/hr

JOB TYPE: This is a full-time, hybrid position: M-F hours negotiable:

VAS: Volunteers Assisting Seniors

Using a network of trained, certified volunteers, VAS provides free, unbiased education and counseling to seniors in Omaha and surrounding communities.

OUR MISSION: Empowering seniors with the knowledge and confidence to make informed decisions about their benefits.

ESSENTIAL JOB FUNCTIONS/RESPONSIBILITIES:

1. Grant writing and grant management (50%)

- Assist with preparing and submitting grant applications including writing narratives and creating supporting documents
- Update and maintain Grant Funding spreadsheet and calendar
- Create and Maintain a budget and outcomes spreadsheet
- Write and submit interim and final grant reports
- Research and identify additional grants and other funding/revenue opportunities.

2. Fund development (30%)

- Work with the Executive Director to determine other avenues of fundraising
- Prepare and manage the annual appeal

3. Program (20%)

- Provide counseling for Open Enrollment and Homestead Exemption clients

POSITION QUALIFICATIONS

Minimum Requirements:

- High school diploma or equivalent.
- Familiarity with Microsoft Word, Excel, Google Docs and other commonly used software.
- Internet skills, including use of e-mail programs and group messaging.
- Organizational skills and record keeping (attention to detail is critical).
- Excellent oral and written communication skills

Desired Requirements:

- College degree
- Successful grant writing and administration experience
- Prior work experience with volunteers and/or seniors
- Bi-lingual or multi-lingual

Application deadline:

Position will remain open until filled.

To Apply:

Please send your cover letter and resume to: director@vas-nebraska.org with "Fund Development Director" in the subject line, or mail to:

Volunteers Assisting Seniors
Attn: Executive Director
1941 South 42nd Street, Suite 312
Omaha, NE 68105
Please, no phone calls.