



Heartland Workers Center
Building a Community that Works for All

Job Description

Position Title: Executive Director

Reports to: Board of Directors

Schedule: Full-time. May be necessary to work evening and weekend hours.

Location: Omaha, NE; not a remote position.

Salary Range: \$110,000 - \$130,000 and a generous benefits package

Organizational Description: The vision of the Heartland Workers Center's (HWC) is to build a community that works for all. Heartland Workers Center is a statewide community organizing and civic engagement non-profit organization with an annual budget of \$1-2 million. For more information on HWC, please visit: <https://www.heartlandworkerscenter.org/>

Job Summary: The Executive Director will demonstrate leadership, resilience, and vision while upholding the organization's iron rule: "Do not do for others what they can do for themselves." The Executive Director will drive the organization's overall entrepreneurial and strategic direction, communications, financials, fund development, talent management and operational oversight. The Executive Director will manage a passionate, talented, and geographically-dispersed team of fourteen staff members, with headquarters in South Omaha.

Essential Job Functions:

- Model the vision, mission, values and overall strategy of Heartland Workers Center in partnership with the Board of Directors and create the direction to implement the vision.
- Manage an annual operating and programming administration budget of \$1-2 million; ensure day-to-day fiscal affairs are handled with integrity with respect to fiduciary responsibilities, GAAP, and HWC Financial policy.
- Provide leadership and vision for the way that HWC's mission is implemented in its community organizing and leadership development programs.
- Implement effective talent management strategies including staffing model, hiring, mentoring and coaching systems, retaining a growth-minded team and building a talent pipeline.
- Partner with the HWC board through monthly meetings to include executive oversight of financial operations and timely and accurate analysis of budgets, financial reports, and program trends. Assist the board in identifying potential board talent, onboarding new members, and leveraging each board members' expertise and contributions.

- Ensure professional marketing and communications, positioning and branding to convey HWC messaging in person as the organization’s spokesperson, on social media, and in any communication piece representing HWC.
- Guide the development, implementation and assessment of strategies that achieve long-term financial and programming sustainability via multiple channels including donor relationships, grants, fundraising, events such as the annual convention and new funding sources.
- Cultivate new and nurture current relationships with key stakeholders, donors, supporters, and elected officials on a local and national level.
- Foster new opportunities that strengthen the credibility and visibility of HWC; travel as needed locally and within the state.
- Identify and monitor trends and emerging topics related to HWC, assess the information, and present to stakeholders.

Qualifications: Knowledge, Skills & Abilities

- Passion for the Heartland Workers Center mission with extensive experience and knowledge of grassroots community organizing and civic engagement. Acts on an ethical set of core values, beliefs and demonstrates integrity
- Authentic, transparent, and inspirational motivator with ability to develop and strengthen relationships with a wide variety of stakeholders.
- Strong written and verbal communication including public speaking. Bilingual (written and verbal) in English and Spanish.
- Broad based business skills with a minimum of three years comparable executive-level experience with budget and financial management; thorough understanding of the nonprofit sector.
- Proven track record of creating and maintaining a culturally inclusive, equitable and trusting team environment with a minimum of three years leading others. Ability to coach, teach, train, and develop leadership skills in others.
- Advanced understanding of diversity, equity, and inclusion from academic as well as lived experience with a demonstrated ability to communicate and collaborate with communities of color and diverse socio-economic backgrounds.
- Demonstrated experience and success in building revenue and/or increasing philanthropic support.
- Experience using technology, G-Suite Word, Excel, or PowerPoint required; VAN voter online database, and online meeting tools.
- Must successfully pass a criminal background check; MVR, a valid motor vehicle license and provide valid insurance.
- Bachelor’s degree required; Master’s degree preferred or an equivalent combination of education, lived or work experience.

Employee Benefits offered include:

This full-time exempt position provides a competitive nonprofit salary based on experience and education and includes benefits (paid sick and vacation time; health, vision, and dental insurance; 403b plan; short-term disability; life insurance) as defined in the Heartland Workers Center Employee Handbook.

Physical Requirements & Limitations:

This position requires 40% sitting, 25% Standing, 25% Walking, 5% Lifting and 5% Stretching

Nondiscrimination Statement:

Heartland Workers Center is an equal opportunity employer. Individuals with unique lived experience or diverse professional backgrounds and perceptions are highly encouraged to apply. This job description is not intended to be and should not be construed as an all-inclusive list of responsibilities, skills, efforts or working conditions associated with the position of Executive Director.

Application Guidelines:

Submit a resume and cover letter as a pdf document to inquire@mission-matters.com with your first and last name in the subject. To ensure materials are considered, send by February 1. The position will remain open until filled.

About the Search:

The Executive Search is being managed by Heartland Workers Center Board of Directors with assistance from Mission Matters. Inquiries may be directed to Greta Leach at inquire@mission-matters.com.

Last revised: 1/3/22

Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, or skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.