



Position Posting: Deputy Director

Background

Originating from the Economic Opportunity Act of 1964, Eastern Nebraska Community Action Partnership (ENCAP) was established in Omaha in 1965 as a nonprofit Community Action Program to combat poverty. ENCAP collaborates with its clients and the communities of Douglas and Sarpy Counties to increase self-sufficiency through direct services, strategic partnerships, and advocacy. Our mission is to eliminate the causes of poverty by strengthening individuals, families, and communities through self-sufficiency initiatives in Douglas and Sarpy Counties. ENCAP operates two locations, its main office at 2406 Fowler Ave., and a second office in Bellevue at 1908 Hancock St.

Heading into a multi-year strategic plan, ENCAP has bold plans to strengthen its programs and overall operation in order to improve lives and build community.

Position Overview

ENCAP seeks a dynamic professional to fill the full-time position of Deputy Director. This position will work closely and collaboratively with the Executive Director (ED) to provide daily operational and administrative leadership. The Deputy Director will play a pivotal role in ensuring high-quality services to clients, maximizing the skills and talents of ENCAP staff, and helping chart ENCAP's future growth and strategic response to an ever-increasing demand for the organization's services and community engagement.

Key duties of this position include, but are not limited to the following:

- Collaborate with the ED and program managers to support program planning, development, and strategy implementation.
- Create and implement internal processes and procedures that lead to a more efficient and effective operation.
- Lead human resources and benefits management, including development of effective recruitment, hiring, onboarding, and retention practices aligned with ENCAP's mission and workplace values.
- Build and maintain a high-functioning volunteer placement and support system.
- Provide direct coaching and supervision to staff.
- Oversee the implementation of organization-wide performance management and evaluation practices that align with ENCAP's Results-Oriented Management and Accountability framework.
- Help foster a culture of continuous learning within ENCAP.

- Collaborate with the ED to ensure full compliance with all applicable regulations governing ENCAP's funding and operation.
- Represent ENCAP and specific programs at coalition meetings throughout Douglas and Sarpy Counties.
- Help the agency form new productive partnerships.
- Serve as advisor to the ED on overall strategy, potential partnerships, and navigating challenges.
- Support fund and grant development processes.
- Deliver superior results in a fast-paced, deadline-driven environment.

Required Qualifications

- Minimum of a Bachelor's degree relevant to the work described above. This could include education in Social Work, Law, Nonprofit Management, Business Administration, Human Resources, Public Administration, Sociology, or a related field. Post-secondary work desirable but not required.
- At least 3 years of experience working in a leadership and supervisory capacity in a nonprofit environment required. Relevant experience as a mid-level to senior leader of an organization strongly preferred.
- At least 1 year experience working with human resources administration.
- Relevant experience working with individuals and families facing poverty.
- Relevant experience with developing funding requests.
- High proficiency using Microsoft Word, Excel, and Outlook.
- Ability to communicate effectively, verbally and in writing.
- Ability to present information to groups with confidence and clarity.

Pay and Benefits

- Salary range for this position is \$65,000-\$70,000 depending on experience and qualifications.
- ENCAP offers health and dental insurance and a 403(b) plan.
- ENCAP provides a great work environment and generous professional development opportunities.

Application Requirements

All candidates must submit a cover letter describing their interest in the position and key qualifications and a current resume.

Please submit resume and cover letter by Tuesday, January 22, 2019 to:

ENCAP
Attn: Tom Bosco, Human Resources
2406 Fowler Avenue
Omaha, NE 68111

Or tbosco@encapomaha.org

*****ENCAP is an Equal Opportunity Employer.**