

**Community Health Endowment of Lincoln, NE (CHE)  
Job Posting**

**GRANT & COMMUNITY RELATIONS OFFICER**

*Are you looking for a unique opportunity?*

The Community Health Endowment of Lincoln (CHE), a municipal endowment with assets of more than \$70 million, is seeking to hire a highly responsible individual with strong organizational, communication, and relationship skills. CHE was established to provide funding for public health and health-related initiatives that further the health, safety, or welfare of Lincoln residents.

The **Grant and Community Relations Officer** is a unique leadership position requiring a passion for public service and an inherent desire to learn. The successful candidate must be able to effectively balance multiple projects as a leader and/or a team member, thrive on self-direction, have a strong work ethic, and enjoy learning new information about health equity, local non-profits, and emerging health trends. This individual should be able to think “outside of the box” to connect people, projects, and organizations to form meaningful connections in the community for lasting change. A successful **Grant and Community Relations Officer** should be willing to learn how to appropriately manage complex but rewarding grantee/funder relationships.

The **Grant and Community Relations Officer** will be responsible for developing strong and mutually beneficial relationships with CHE’s many grantees, review and make recommendations regarding funding requests, manage productive site visits, convene community groups around emerging health issues, provide leadership to special projects (internal and external), serve as a liaison between grantees and the Board of Trustees, seek opportunities to share CHE’s vision with various audiences, lead and participate in ongoing Board of Trustee committee meetings, draft various documents, reports and presentations, and contribute to communications and social media efforts. It is very important for the **Grant and Community Relations Officer** to work effectively with a highly motivated, small team of co-workers and an engaged Board of Trustees.

**REQUIREMENTS:** The **Grant and Community Relations Officer** should have:

- At least a Bachelor’s degree in a relevant field. Master’s degree or higher preferred.
- At least five years of experience in grant management or operations in a non-profit, philanthropic, health, or related field.
- Proficient computer skills, including Excel, Adobe, and PowerPoint.
- An ability to convey necessary information accurately, listen effectively, and ask questions when clarification is needed.
- An ability to effectively cope with change and work independently.
- High-level interpersonal, written, and verbal communication skills.
- Strong aptitude for completing projects accurately and within deadlines.

Learn more about CHE here: [www.chelincoln.org](http://www.chelincoln.org) or contact Lori Seibel, President/CEO.

This position has the potential for upward mobility, including increasing responsibility and leadership roles within the organization. Salary/benefits are negotiable based on experience.

Send a letter of introduction and a resume (including at least three references) by **April 8, 2022**, by email: [Morgan.Hermanek@chelincoln.org](mailto:Morgan.Hermanek@chelincoln.org) or U.S. mail:

Community Health Endowment of Lincoln  
Attn: Lori Seibel, President/CEO  
250 North 21<sup>st</sup> Street  
Lincoln, NE 68503

Inquiries: 402/436-5516