



GRANT & COMMUNITY RELATIONS OFFICER

The Community Health Endowment of Lincoln (CHE – www.chelincn.org), 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, take initiative, have a strong work ethic, work as a member of a small team, 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 manage 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, participate in ongoing Board of Trustee committee meetings, draft various documents, reports and presentations, contribute to communications and social media efforts, and work cooperatively with CHE leadership. 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:

- A Bachelor’s degree in a relevant field. Master’s degree (or equivalent) 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 and as a member of a team.
- High-level interpersonal, written, and verbal communication skills.
- Strong aptitude for completing projects accurately and within deadlines.
- A desire to be of service to partners and the community.
- Curiosity and an ability to identify, initiate, and steward new projects and initiatives.
- Experience with nonprofit technical assistance and training highly valued.

Job Responsibilities

Grants Management and Grantee Partnership (50%)

- Manage multiple grant cycles per year, including providing applicant workshops, participating in idea meetings, providing application assistance, engaging in application reviews, and managing and organizing information for the Funding Committee.
- Ensure proper grants management, including disciplined record keeping, managing financial information and processes, reviewing quarterly reports, leading site visits, and navigating grantee issues and questions.

Outreach (15%)

- Serve on community advisory boards and coalitions, represent CHE at community meetings and events, conduct presentations as needed.

Contributing to the CHE Mission (15%)

- Support a small but dynamic team, collaborate with colleagues, provide assistance with reports, communications, and events, and contribute to organizational activities as needed.
- Represent CHE values of stewardship, collaboration, community expertise, and innovation.
- Exhibit a growth mindset, initiate new ideas, and participate in training.
- Report to and collaborate with the President and CEO.

Strategic Initiatives (20%)

- Initiate technical assistance offerings, engage in coalition building, explore new grantmaking strategies and initiatives.
- Support CHE strategic planning process and implementation.

Learn more about CHE here: www.chelincoln.org or contact Kate Bolz, President/CEO.

This position is benchmarked with the mid-range of the A15 City of Lincoln Classification salary schedule, approximately between \$75,000 and \$93,000, negotiable depending on experience. Benefits include health, vision, and dental insurance; paid holidays, vacation, and sick leave; paid parental leave; deferred compensation (retirement) plan; access to the Employee Assistance Program; Dependent Care Flexible Spending Account, and funding support for professional development and continued learning. This is an in-person role with limited remote flexibility.

Interested applicants should send a letter of introduction and resume (including at least three references with phone numbers) by email to Kate Bolz, President/CEO kate.bolz@chelincoln.org. This position will be open until filled, but applicants are encouraged by September 2, 2025.

CHE values a diverse and inclusive workplace and welcomes applicants from all backgrounds and identities. The organization is committed to a skills-based hiring approach and encourages candidates to apply if they believe they can succeed in the role. Applicants who require accommodation during the interview process are encouraged to notify CHE staff by emailing kate.bolz@chelincoln.org or by calling 531-280-6873.