



## **Grants & Community Relations Manager**

**Reports To:** President & CEO

**Position Classification:** Full-Time

**FLSA Status:** Exempt

### **Position Description**

The Community Health Endowment of Lincoln (CHE – [www.chelincoln.org](http://www.chelincoln.org)) is a municipal endowment with assets of more than \$80 million, dedicated to funding public health and health-related initiatives that enhance the health, safety, and well-being of Lincoln residents.

CHE is seeking a thoughtful, relationship-driven professional to join our team as a Grants & Community Relations Manager. This role is ideal for someone who is energized by community impact, brings a strong sense of ownership to their work, and thrives in an environment where collaboration, curiosity, and follow-through matter.

This position plays a key role in the execution and coordination of CHE's grantmaking and community engagement efforts. Working closely with leadership, the Manager ensures that grant processes run smoothly, relationships with community partners remain strong, and CHE's work stays aligned with its mission and priorities.

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### **What You'll Do**

This role is centered around bringing structure, consistency, and connection to CHE's work. You will manage day-to-day grant operations, build and maintain relationships across the community, and support organizational priorities through thoughtful execution and collaboration.

### **Grants Management & Operations**

You will lead the coordination and execution of CHE's grant cycles, ensuring a smooth and organized experience for applicants, reviewers, and internal stakeholders. This includes:

- Managing multiple grant cycles annually, including workshops, idea meetings, application support, and review processes
- Organizing and maintaining accurate grant records, financial tracking, and documentation
- Preparing materials and supporting processes for the Funding Committee
- Reviewing grantee reports, coordinating site visits, and serving as a point of contact for questions and ongoing support
- Ensuring timelines, communications, and processes are clear, consistent, and aligned with CHE's funding priorities

### **Community Engagement & Partnerships**

You will serve as a connector between CHE and the community, building relationships and supporting engagement efforts that strengthen impact. This includes:

- Participating in community meetings, coalitions, and events as a representative of CHE



- Supporting and facilitating community conversations, trainings, and engagement opportunities for grantees and partners
- Assisting with presentations and contributing to CHE-hosted events, including the annual event
- Building and maintaining strong, service-oriented relationships with nonprofit partners and community stakeholders

### **Organizational Support & Collaboration**

As part of a small, dynamic team, you will contribute to the overall effectiveness of the organization through collaboration and shared ownership. This includes:

- Supporting internal projects, communications, and reporting needs
- Collaborating closely with CHE leadership to ensure alignment and follow-through on priorities
- Coordinating and supporting special projects in partnership with leadership and team members
- Contributing ideas, identifying opportunities for improvement, and participating in ongoing learning and development

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### **What You Bring**

We are looking for someone who is both relational and detail-oriented—someone who can move between people and process with ease.

- Bachelor's degree in a related field
- 3–5 years of experience in grants management, nonprofit operations, philanthropy, public health, or a related area
- Strong organizational skills with the ability to manage multiple priorities and deadlines
- Clear and effective communication skills, both written and verbal
- Ability to build trust, listen well, and engage thoughtfully with a variety of stakeholders
- Comfort working both independently and as part of a collaborative team
- Proficiency in Microsoft Excel, Adobe, and PowerPoint
- Experience with nonprofit training, technical assistance, or community engagement is a plus
- A genuine desire to support the work of community partners and contribute to meaningful impact

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### **Compensation & Benefits**

This position aligns with the City of Lincoln A13 classification, with a salary range of approximately \$72,529 to \$82,451, depending on experience.

CHE offers a comprehensive benefits package, including health, dental, and vision insurance; paid holidays, vacation, and sick leave; paid parental leave; a deferred compensation (retirement) plan; Employee Assistance Program access; Dependent Care Flexible Spending Account; and support for professional development and continued learning. This is an in-person role with limited remote flexibility.

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### **How to Apply**

Interested applicants should submit a letter of introduction and resume, including at least three professional references, to:

Kate Bolz, President & CEO

[kate.bolz@chelincoln.org](mailto:kate.bolz@chelincoln.org)

This position will remain open until filled.



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CHE is committed to building a diverse and inclusive workplace and encourages candidates from all backgrounds and experiences to apply. We take a skills-based approach to hiring and welcome applicants who believe they can succeed in this role. If you require accommodations during the interview process, please contact CHE at [kate.bolz@chelincoln.org](mailto:kate.bolz@chelincoln.org) or 402-436-5516.