

## Director of Operations

### Organization Summary

The Omaha Municipal Land Bank is a local governmental 501(c)3 nonprofit organization established in 2014. The Land Bank is a catalyst for transforming distressed properties into community assets by acquiring vacant and dilapidated properties and returning them back to productive use within the community. As the first organization of its kind in Nebraska, the Land Bank is a leading partner in neighborhood revitalization efforts in the Omaha community. Additional information on Land Bank can be found at [omahalandbank.org](http://omahalandbank.org)

### Position Description

The Omaha Municipal Land Bank is hiring a Director of Operations. The Director of Operations reports to the Executive Director and is responsible for overseeing daily operations related to property strategy.

### Position Details

This is a full-time position located in Omaha, Nebraska. The proposed salary range is \$70,000 to \$85,000, however compensation is commensurate with experience. A comprehensive benefits package will be provided.

### Duties & Responsibilities

- Oversee daily operations and strategy implementation related to Land Bank property.
- Manage OMLB Real Estate staff.
- Direct and coordinate activities related to property acquisition, preparation, maintenance, and disposition in alignment with organizational priorities.
- Critically evaluates investment opportunities to ensure alignment with community redevelopment efforts and OMLB's Strategic Plan.
- Serve as an internal resource for interpretation of legal and policy-related documents.
- Negotiate and review agreements for products and services.
- Monitor compliance with federal, state, and local regulations, as well as adherence to contracts and agreements with funding and community partners.
- Implement and monitor organizational policies and procedures in conjunction with staff and board members. Oversee legal contractors providing support on property acquisition and preparation processes.
- Oversee Tax Lien Certificate investment strategy and implementation.
- Provide training, development, and support to staff members, including direct report(s).
- Assist the Executive Director in identifying OMLB programs (ex. property maintenance) that are eligible for grant funding and assist in securing funding where appropriate.
- Provide updates and expertise to support board decision-making, when needed.
- Maintain a working knowledge of significant trends in community development. Foster relationships and communication with partners, community members, local officials, and advocates.
- Create a culture of trust and respect that encourages honest feedback to cultivate growth and development.

## Skills and Qualifications

- Legal background and expertise required; licensed attorney in Nebraska preferred.
- Experience leading people and making strategic decisions; nonprofit leadership experience preferred.
- Experience developing policies and procedures in a nonprofit or public environment preferred.
- Willingness to develop expertise in community development and real estate.
- Knowledge of the Omaha community and nonprofit landscape.
- Critical thinking skills and ability to see the big picture.
- Commitment to OMLB's mission.
- Outstanding interpersonal, communication, planning, and organizational skills.
- Proficiency in Microsoft Office applications, digital conferencing, and ability to learn OMLB specific programs.
- Valid drivers license and willingness to use personal vehicle with mileage reimbursement for research, meetings, and collaboration with owners, developers, and partners.
- Ability to attend occasional community events, meetings, or appointments outside of regular business hours.
- Residency in the Omaha, Nebraska area required by January 15, 2021.

## Application Instructions

Interested individuals can apply by sending their resume, cover letter, and three professional references to Shannon Snow at [ShannonS@omlb.org](mailto:ShannonS@omlb.org). The position will remain open until filled.

The Omaha Municipal Land Bank shall not discriminate against any employee applicant for employment because of race, religion, color, sex, age, sexual orientation, gender identity, disability or national origin. The Omaha Municipal Land Bank shall ensure that applicants are employed and that employees are treated during employment without regard to their race, religion, color, sex, age, sexual orientation, gender identity, disability or national origin. As used herein, the word "treated" shall mean and include, without limitation, the following: recruited, whether by advertising or by other means; compensated; selected for training, including apprenticeship; promoted; upgraded; demoted; downgraded; transferred; laid off; and terminated. The Omaha Municipal Land Bank agrees to and shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officers setting forth the provisions of this nondiscrimination clause.