



# JAG | NE

**JOBS for AMERICA'S GRADUATES NEBRASKA**  
In Association with United Way of the Midlands

United Way  
of the Midlands



## Job Posting

**Organization:** United Way of the Midlands – JAG Nebraska  
**Job Title:** JAG Nebraska Program Expansion Manager  
**FLSA Status:** Full Time, Exempt  
**Location:** Omaha, NE

**UWM's Mission: To UNITE our community's CARING SPIRIT to build a STRONGER tomorrow.**

### UWM Guiding Principles:

- Build **TRUST** in everything we do
- Extend **GRACE** by thinking beyond yourself
- Show **GRIT** by bringing it every day
- Be **OPEN** to embrace others' differences
- Actively **ENGAGE** by listening and sharing
- Live **CURIOSLY** to learn constantly

**\*The Program Expansion Manager is** responsible for expanding JAG Nebraska programming to grow by 38 programs year over year, leading to serving 13,500 students through 300 programs by 2030.

Jobs for America's Graduates (JAG Nebraska) is dedicated to empowering students with the personal and professional development skills and support to achieve success in high school graduation, further-education and employment following high school graduation. JAG Nebraska programming is provided as in-school, for-credit class electives during the school day. Classes integrate project-based learning and employer engagement through hands-on, realistic learning experiences where students master up to 87 competencies translatable to the workforce. JAG also provides leadership development experiences through extracurricular activities which include student-led planning and engagement for public service and social awareness projects and activities in addition to participation in State and National JAG conferences throughout the school year. As a result of JAG Nebraska, students become equipped to contribute to the local community through attainment of meaningful employment and active civic engagement skills.

**Jobs for America's Graduates (JAG) JAG NE Specialists** are teachers and educators, advocates for students, and caring adults and mentors. Our Specialists are responsible for guiding our students through project-based learning experiences for mastery of a minimum of 37 competencies in each JAG class. Specialists must be successful in fully implementing the JAG Nebraska model with integrity while supporting our students to navigate life and academia successfully, achieving high school graduation early or on time, and positive outcomes post-graduation. JAG Specialists work closely with school teachers and supervisors to provide support and coordination for students and must represent the organization's values at all times and must be well-versed in building relationships with multiple stakeholders simultaneously. contribute to the local community through attainment of meaningful employment and active civic engagement skills.

### Duties and Responsibilities:

- Uphold the United Way of the Midlands values at all times by building trust, extending grace, showing grit, being open and embracing others' differences, engaging through listening and sharing, and curiously learning constantly.
- Collaborate with the State Director and UWM Executive Team to execute the strategic outreach plan to grow the number of JAG programs in Nebraska.
- Coordinate and facilitate formal and informal presentations of the JAG program to Educational Service Units and other school associations statewide or applicable organizations.

**JAGNEBRASKA.ORG**

2201 Farnam Street, Suite 200, Omaha, NE 68102



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- Implement and fully execute the new program onboarding process to include: in-person school administrator meetings, in-person faculty presentations, and in-person conversations with students invited to participate in JAG classes.
- Create strong relationships with new school partners' administration by ensuring clear, timely, quality, and proactive communication.
- perform other duties as assigned by the supervisor.

### **Required Knowledge, Skills and Abilities:**

- Must be able to effectively use the Microsoft Office package of software (Word, PowerPoint, Excel, Teams).
- Must be knowledgeable about human services and major systems work.
- Must have a good understanding of philanthropy and the role non-profit organizations play in our community.
- Must have the ability to effectively represent UWM and JAG Nebraska during community and stakeholder meetings.
- Must think strategically to effectively plan, organize, execute, and manage multiple projects to accomplish goals.
- Must be able to execute and accomplish immediate deliverables on short notice.
- Must be highly organized, responsive, and be able to handle multiple deliverables at the same time.
- Must maintain a positive attitude and care deeply about the overall success of UWM and JAG Nebraska.
- Must be able to work independently while managing multiple priorities and deadlines.
- Must communicate effectively, orally and in writing, with internal and external stakeholders.
- Must be able to effectively provide formal and informal presentations.
- Must be able to effectively develop positive relationships.
- Must have effective interpersonal and problem-solving skills.
- Must be able and willing to follow chain of command and organizational policies and values.
- Must possess a current and valid driver's license.
- Driving is an essential function of this position

### **Supervisory Responsibilities:**

This position does not currently have supervisory responsibilities related to personnel.

### **Education and/or Experience:**

Accredited Bachelor's degree required. Master's degree in relevant field preferred. Must possess 3 to 5 years relevant prior experience in development, outreach, business to business relationship management, government affairs or education systems.

### **Physical Requirements:**

- Prolonged periods of sitting at a desk, working on a computer, and/or motor vehicle.
- Regularly reach with hands and arms and talk or hear.
- Occasionally required to walk; climb or balance and stoop, kneel, crouch, or crawl.
- Must occasionally lift and/or move up to 50 pounds.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- The noise level in the work environment is usually moderate.