

Nebraska State Historical Society Foundation (NSHSF)

Manager of Donor Services and Office Operations

Initial Application

Submission Instructions

Please save the completed form and email it with your cover letter and resume to info@nshsf.org. Professional references are not requested with the Initial Application and will be requested only from finalists. Do not email Social Security numbers, full birth dates, driver license numbers, or similar sensitive identifiers unless NSHSF provides a secure transmission method.

The Nebraska State Historical Society Foundation (NSHSF) is a legally and functionally independent statewide nonprofit organization. This application is for employment with NSHSF only. NSHSF maintains an important collaborative relationship with the Nebraska State Historical Society (NSHS), but is not a department, division, agency, fiscal agent, support arm, or operational unit of NSHS.

Applicant Information

Full legal name

Preferred name, if different

Email address

Phone number

Current city and state

Current employer, if applicable

Current title, if applicable

How did you hear about this opportunity?

Mailing address

Eligibility, Availability, and Position Requirements

Authorized to work in the United States?

Need employment sponsorship now or later?

Able to travel statewide?

Able to attend evening/weekend commitments?

Able to perform essential functions with/without accommodation?

Date available to begin

Education and Credentials

List degrees, certifications, or credentials most relevant to the position. Graduation dates are not required. Examples of acceptable entries include degree type, certification, institution, field, and status.

Entry 1: Degree, certification, or credential

Institution or issuing organization

Field, discipline, or focus

Status

Entry 2: Degree, certification, or credential

Institution or issuing organization

Field, discipline, or focus

Status

Entry 3: Degree, certification, or credential

Institution or issuing organization

Field, discipline, or focus

Status

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Employment History

List your three most relevant or recent positions. Use the description field for a concise summary. Suggested length for each description: 50-100 words.

Position 1

Employer/organization

Position/title

City/state

Dates employed (example: Month YYYY - Month YYYY)

Supervisor name/title, if applicable

Reason for leaving, if applicable

Primary responsibilities and accomplishments (Suggested length: 50-100 words)

Position 2

Employer/organization

Position/title

City/state

Dates employed (example: Month YYYY - Month YYYY)

Supervisor name/title, if applicable

Reason for leaving, if applicable

Primary responsibilities and accomplishments (Suggested length: 50-100 words)

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Position 3

Employer/organization

Position/title

City/state

Dates employed (example: Month YYYY - Month YYYY)

Supervisor name/title, if applicable

Reason for leaving, if applicable

Primary responsibilities and accomplishments (Suggested length: 50-100 words)

Potential Conflicts or Relationships

These questions help NSHSF identify potential conflicts of interest or relationships that may require disclosure. A yes or unsure response does not automatically disqualify an applicant.

Current or prior employment, board service, or paid consulting relationship with NSHSF?

Current or prior employment, board service, or paid consulting relationship with NSHS?

Immediate family or household relationship with NSHSF staff, Trustees, or search committee members?

If yes or unsure, briefly explain.

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Legal Notices

Equal Employment Opportunity. NSHSF is an equal opportunity employer. NSHSF does not discriminate on the basis of race, color, ethnicity, national origin, religion, sex, pregnancy, sexual orientation, gender identity or expression, disability, age, genetic information, marital status, military or veteran status, political affiliation, or any other status protected by applicable federal, state, or local law. NSHSF is committed to a workplace and selection process free from unlawful discrimination, harassment, and retaliation.

Reasonable Accommodation. Applicants who need a reasonable accommodation to participate in the application process may contact NSHSF. Applicants should not disclose medical information in this application form.

Criminal History. This Initial Application does not ask about criminal history. If an applicant becomes a finalist, NSHSF may conduct a criminal-history review only after obtaining appropriate authorization and will evaluate any information on an individualized, job-related basis.

Pre-Employment Screening. Finalists may be asked to complete separate authorization forms for reference checks, employment and education verification, credential verification, criminal-history review, credit-history review, and consumer or investigative consumer reports under the Fair Credit Reporting Act (FCRA).

No Contract. This application and any related process do not create a contract of employment or guarantee employment for any period of time.

Applicant Certification

- I certify that the information provided in this application and any attached materials is true, complete, and accurate to the best of my knowledge.
- I understand that false, misleading, or omitted information may result in disqualification from consideration or, if employed, separation from employment.
- I understand that NSHSF may verify information provided during the hiring process, consistent with applicable law and the stage of the search process.
- I understand that submitting this application does not guarantee an interview or employment.

Typed signature: By typing my full legal name below and submitting this form, I intend to sign this document electronically and certify that the information provided is true and complete to the best of my knowledge.

Typed full legal name / signature

Date