

Capital Campaign/Director of Operations Position

LIFT(Leading India's Future Today) is looking to fill a position for capital campaign coordinator/director of operations. LIFT is a 501 (C)(3) not for profit charity organization that seeks to provide leadership education and skills for underprivileged children in India. www.liftusa.org

Position Overview

- 20 hours/week
 - 15/20 hours devoted to promulgating the capital campaign
 - 5/20 hours would be used for directing and organizing LIFT Chicago volunteer-based organization
- Capital campaign duties (15/20 hours) would include, but not be limited to, the following:
 - organizing structure and timeline for capital campaign
 - building and enhancing relationships with potential individual and institutional donors(including corporate, foundation)
 - sending letters to potential donors
 - potentially traveling to meet donors
- Director/organizational duties (5/20 hours) would include, but not be limited to, the following:
 - working with various committee heads making sure they stick to timelines
 - organizing monthly meeting
 - directing monthly meetings
 - generating ideas for better structuring LIFT
- Compensation negotiable; depending on skill level, background and experience. LIFT estimates compensation at approximately \$25,000.00 on an annual basis
- Ideal candidate would possess some, if not all, of the following:
 - A zealous commitment to the LIFT mission
 - Strong interpersonal and communication skills
 - Strong leadership skills
 - Background in fundraising
 - Prior organizational leadership roles
 - Past affiliations with charitable organizations
 - 4 year bachelor degree and masters/graduate degree a plus

This position is anticipated to commence in late spring or early summer. Exact timing is negotiable.

Please send resumes or further questions to: Liam Healy at: rloftus@aol.com(Cell: 312 296-2845)