



Capital Campaign Coordinator Beginning Fall 2018

Hillel Torah North Suburban Day School (Skokie, IL) is seeking a Capital Campaign Coordinator to manage our building expansion campaign as an integral part of our Development team. The ideal candidate will be passionate, organized, outgoing and a team player with professional fundraising experience.

The Capital Campaign Coordinator will be responsible for leading the strategy design, implementation, and day to day management of the Hillel Torah building expansion campaign. He/She will work closely with the school's lay and professional leadership on planning as well as developing relationships directly with donors.

Professional Requirements

- 3-5 years professional fundraising experience
- Donor relations experience
- Experience with donor database systems
- Bachelor's Degree; Master's Degree in Philanthropy, Nonprofit Management or related field preferred
- Capital campaign experience preferred
- Project management experience in delivering initiatives on-time and within budget

Personal Qualifications

- Passionate about Jewish education, community building and strategic development.
- Effective communicator
- Ability to develop strong relationships
- Ability to set goals, prioritize tasks and demonstrate results
- Team player
- Creative thinker
- Knowledge of Chicago Jewish community a plus

The Coordinator will serve as a key member of the school's Development team. The position is part-time (approximately 20 hours per week). Salary is competitive and commensurate with education and experience.

About Hillel Torah:

Hillel Torah is a preschool through 8th grade co-educational Modern Orthodox Jewish Day School providing an excellent Judaic and general studies education in a vibrant and supportive team-oriented work environment.

To apply: Send resume and cover letter to resumes@hilleltorah.org.