

**Director of Operations and Grant Relations, Development
The Leadership Conference on Civil and Human Rights
The Leadership Conference Education Fund**

The Leadership Conference on Civil and Human Rights (The Leadership Conference) is the coalition of national organizations committed to civil and human rights in the U.S. Its supporting arm, The Leadership Conference Education Fund (The Education Fund), is the major research, education and communications organization informing the debate on civil and human rights.

We currently have an opening for a Director of Operations and Grant Relations within the Development Department. With a particular focus on leading grant relations, serving as the principal liaison with program staff and major grantmakers, this #2 position is responsible for supervising the department's overall fundraising activities and fundraising team of four, and implementation of development plans.

Minimum requirements are a Bachelor's Degree, 7 to 9 years of increasingly responsible development experience with demonstrated success in meeting and exceeding fundraising goals. Knowledge and understanding of development operations and experience supervising staff is needed. CFRE preferred. Essential qualifications are expertise in crafting and representing multiple case statements to secure grants and other sources of revenue for a range of program priorities; strong leadership skills and ability to work with key players to ensure enduring grant partnerships; excellent writing, communications and interpersonal skills; ability to meet deadlines, and a vision for institutional advancement.

This position reports to the Vice President for Development

To Apply: Send resume and cover letter including salary requirements via email to personnel@civilrights.org with Director of Operations in the subject line; fax to (202) 466-0016, or mail to:

Leadership Conference on Civil and Human Rights
1629 K Street, N.W., Suite 1000
Washington, D.C. 20006
Attention: HR

The Leadership Conference and The Education Fund are equal opportunity employers and seek applicants who will contribute to the diversity of our staff.