

Position: Operations Associate  
Location: Sehgal Foundation, 100 Court Avenue, Des Moines, IA 50309  
Reports to: Executive Vice President  
Part time position (3 days a week) initially

The Sehgal Foundation based in Des Moines, Iowa, USA is a 501(c) (3) tax-exempt private foundation that was first established in 1998. The US team works closely with the non-resident Indian community in Iowa and elsewhere to support the development work by S M Sehgal Foundation and others interested in development work in India.

### Values

The Sehgal Foundation in the US embraces the core values of integrity, excellence, professionalism, and optimism, along with the belief that, with appropriate support from civil society organizations and the government, rural communities will be mobilized to develop their own vision for development and transform their awareness into action.

**Job Summary** To provide donor support to all chapters of Sehgal foundation as well as to the President and Executive Vice President. In addition, continue to look for other sources from where the funds can be raised to support the projects in India.

Responsibilities:

- Compile and maintain the donor database
- Manage information and record the profile and fundraising activity of donors on a database
- Account handling: ensuring major donors are happy with their donation and are kept informed of progress
- Issue donation acknowledgement letters for funds received by SF
- Help with campaigns and slogans
- Strong organization skills and must be able to communicate well. Good knowledge of the nonprofit sector. Must work on his/her own initiative.

### Education and Experience:

- Experience in research and report writing
- Experience in working with target and deadlines
- Ability to work in customer-service
- A degree in business-related subjects, economics, international studies or sales and marketing. A diploma from an accredited university

**Interested candidate may send resume to: [sff-usa@smsfoundation.org](mailto:sff-usa@smsfoundation.org)**