

Lift Up Coordinator

Lift Up exists to make impact easy. Through our 100% Model, we connect generous people with real needs—locally and globally—ensuring every dollar goes directly to the project or family chosen. As we grow, we are looking for a mission-driver who can strengthen systems, steward partnerships, and support scalable, high-impact expansion.

Role Summary

The Lift Up Coordinator serves as the operational engine behind the mission. This role oversees the backend ecosystem, including fulfillment systems, vendor management, financial coordination, impact tracking, and platform administration.

This is a highly dynamic position for someone who thrives at the intersection of systems and people. The ideal candidate is detail-oriented, relational, proactive, and energized by building a structure that allows generosity to flow efficiently and transparently.

This role ensures operational excellence in day-to-day execution while supporting major initiatives and events that drive organizational growth.

Core Responsibilities

Fulfillment

- Manage all Lift Up's backend ordering systems, retail accounts, and fulfillment workflows.
 - Fulfill all Local orders
 - Transfer General Fund dollars into Needs
 - Track Impact
 - Monitor and decide the outcome of incoming Forms from the platform.
- Oversee business accounts with major vendors (Amazon, Walmart, Aldi, Speedway, and others) - Creation and management
- Navigate vendor-specific ordering systems including:
 - Gift card bulk portals
 - Account compliance and 501c3 documentation
 - Tax-exempt registrations
 - Vendor onboarding and paperwork
- Monitor shipment tracking, address accuracy, delivery parameters, and issue resolution.
 - Customer Service to Referral Partners
 - Manage returns, missing packages, and fulfillment troubleshooting
- Set up new vendors and maintain account integrity

Financial & Administrative Oversight

- Track receipts by account and coordinate with accounting for reconciliation
- Support bill pay, bank communications, and wire transfers
- Maintain subscriptions and software tools
- Ensure nonprofit compliance documentation is current
- Oversee warehouse inventory and key management
- Organize and maintain event signage and materials
- Support vendor relationships, including swag and merchandise ordering
- Provide operational support to the CEO as needed

Event Operations & Logistics

- Planning and execution of fundraising events through organized event lists, tasks and timing. Tasks are delegated across team.
 - Assist with budget tracking and purchasing
 - Coordinate volunteer logistics
 - Manage auction systems and backend tracking
 - Oversee marketing materials and signage preparation
 - Support day-of-event execution
 - Coordinate weekly meeting logistics including agenda creation and room booking
-

Ideal Candidate Profile

- Highly organized with exceptional follow-through
- Systems-minded and process-driven
- Strong communicator with partner-facing professionalism
- Financially detail-oriented
- Comfortable managing multiple vendors and moving parts
- Energized by mission-focused work
- Able to anticipate needs and solve problems proactively