

The Lymphoma Research Foundation (LRF) is the nation's largest non-profit organization devoted to funding innovative research and serving the lymphoma community through a comprehensive series of education programs, outreach initiatives and patient services. LRF's mission is to eradicate lymphoma and serve those touched by this disease. To date, the Foundation has awarded more than \$60 million in lymphoma-specific research.

LRF seeks a Development Coordinator for the Individual Giving team. The Coordinator will help implement a comprehensive donor relations program, supporting major and planned giving portfolios and coordinating annual and mid-level giving initiatives. This full-time position is located in the Foundation's New York City office and will report to the Associate Director of Development.

Primary Responsibilities:

Annual Fund

- Coordinate segmentation, design, and execution for annual fund appeals in collaboration with the Information Technology and Communications/Marketing Departments and external vendors.
- Assist in developing strategies to engage new and mid-level donors and to grow workplace and other third party giving.
- Identify constituents from the annual fund for qualification by team members for the major gift pipeline.

Donor Relations

- Represent the Development Department in responding to constituent inquiries.
- Manage execution of the Individual Giving engagement plan, including sending thank you notes to donors and assigning stewardship tasks to other members of the team.
- Plan and execute donor cultivation and recognition events (virtual and in-person when possible).
- Coordinate planned giving stewardship with Associate Director of Major Gifts.

Individual Giving Support

- Work with vendors and marketing team to develop collateral for Individual Giving outreach.
- Review incoming gift data for correct coding and entry.
- Extract, reconcile, and analyze data in partnership with database colleagues on donor giving, prospect tracking, and other development activities to identify donor trends and opportunities for growth in constituent engagement.
- Administrative support including management of LRF Development email inbox, vendor payment processing, and maintenance of Individual Giving engagement calendar.
- Build relationships with key stakeholders throughout the organization to stay current on program and research offerings and impact.
- Support the development team for special projects and events as they are identified.

Skills and Qualifications:

- Bachelor's degree and at least one year of directly related experience.
- Exceptional written and verbal communication skills.
- Excellent interpersonal skills, with experience interacting with individuals on behalf of an organization.
- Experience with Raiser's Edge or a similar non-profit sector constituent database required; additional experience with Luminate Online preferred.
- Excellent organization and project management skills, with proven success independently completing assignments with competing deadlines.
- Willingness to take initiative, manage projects, and coordinate work with colleagues.
- Past experience handling confidential information.
- Proficiency required in MS Office suite, especially Word and Excel.
- Occasional availability for support at evening/weekend development or program events.

To apply, please email your resume and cover letter with salary requirements to msteiner@lymphoma.org with "Development Coordinator" in the subject line.