

***Team LRF***

***Associate Coordinator of Peer-to-Peer Fundraising***

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. The Foundation currently seeks an Associate Coordinator of Peer-to-Peer Fundraising who will be responsible for supporting the Fundraise Your Way initiative within the Team LRF portfolio. The Coordinator reports to the Director of Peer-to-Peer Fundraising and is located in the LRF national office in New York City.

Team LRF is a community of individuals dedicated to supporting our mission – to eradicate lymphoma and serve those touched by this disease. Each year, thousands of Team LRF members across the country turn their talents and interests into impactful support of LRF, doing whatever it takes to make a difference. Fundraise Your Way participants are “do it yourself-ers” who organize their own peer-to-peer fundraising events or participating in existing events in their local communities on behalf of Team LRF.

The Lymphoma Research Foundation (LRF) is seeking an **Associate Coordinator of Peer-to-Peer Fundraising**.

- **Reports to:** Director of Peer-to-Peer Fundraising
- This Position is located at the National office in New York City.
- Salary Range \$35,000-\$45,000

The Associate Coordinator will be responsible for supporting the Walk and Cycle fundraising campaigns within the Team LRF portfolio in support of the Lymphoma Research Foundation mission. Together, the team is responsible for executing seven Lymphoma Walks across the United States and one Research Ride, with a combined revenue of nearly \$1.5 million. Team LRF is responsible for engaging LRF donors across the country to raise critical funds for lymphoma research and spread awareness about LRF's programs and efforts.

**Essential Duties and Responsibilities:**

- Serve as primary support to the Director and Senior Manager on all Walk and Ride campaigns
- Assist team efforts to achieve goals in participation and revenue across all markets
- Manage agenda for weekly internal team walk/ride call
- Work directly with team captains to recruit team members and increase fundraising. Create and distribute weekly progress reports
- Serve as main contact for all local volunteers and support all efforts including fundraising, website maintenance, etc.
- Research potential sponsors and high net worth donors
- Track sponsorship outreach, recruitment, and execution of benefits
- Track individual and team fundraising revenue
- Maintain and improve all marketing materials, including brochures, posters, and toolkits

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- Manage communications efforts, including email campaigns, social media outreach, and PR efforts as necessary
  - Support event logistics in each market, including securing event permits, managing vendor relations and supporting event setup and breakdown
  - Manage deadlines and production schedule for necessary brand materials to be used at events (i.e. signage, t-shirts, promotional materials, etc.)
  - Manage registration process and on-site accounting management at each event; Troubleshoot any on-site production issues
  - Work with Associate Director and Senior Manager to manage event budgets, expenses, and all invoices and check requests
  - Build and manage websites using Luminate Online, LRF's web based database and website program.
  - Manage post-event wrap up, including thank you gifts, email/social media campaigns, and wrap-up reports
  - Handle phone and e-mail inquiries about walks and rides from the public
  - Assist with other events as needed
  - Some domestic travel required
  - Some night and weekend work

**Qualifications & Position Requirements:**

- At least 1 year of event experience, preferably at a not-for-profit organization
- Experience with Luminate Online or the Raiser's Edge a major plus
- Excellent MS Office Suite and database management skills.
- Demonstrated knowledge and use of digital, social media & emerging online channels.
- Marketing/design experience, with demonstrated knowledge of Adobe design software
- Highly organized and motivated; must be able to work independently
- Good communication and organizational skills.
- Capable of managing multiple priorities effectively.
- Professional and solid judgment.
- Proactive attitude

**Physical Demands and Work Environment:**

- Physical demands are typical of similar jobs in comparable organizations
- Work environment is representative and typical of similar jobs in comparable organizations
- May be required to move campaign materials weighing up to 50 pounds for various events
- Domestic travel required
- Ability to work a flexible schedule including evenings and weekends
- Possess a valid driver's license and be willing to drive in a variety of circumstances

To apply, please email resume, cover letter and salary requirements to:  
**[wwhite@lymphoma.org](mailto:wwhite@lymphoma.org)** and put Assoc. Coordinator of Peer-to-Peer Fundraising in the subject line

Please note that all applicants invited to participate in the interview process will also be required to complete an application and are subject to a background check.