

Team LRF
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 a Peer-to-Peer Coordinator 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 a **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 \$37,000 to 47,000

The Coordinator will work alongside of the team responsible for Team LRF signature events, which include a national Lymphoma Walk campaign and LRF's Research Ride. Together, the team is responsible for combined annual revenue of nearly \$2 million. Team LRF staff are responsible for engaging LRF donors across the country to raise critical funds for lymphoma research and spread awareness about LRF's programs and efforts on behalf of people with lymphoma.

Essential Duties and Responsibilities:

- Manage the *Fundraise Your Way* Team LRF initiative, serving as the main point of contact and fundraising coach for all participants
- Address and manage all relevant email and phone inquiries
- Manage logistics for recurring initiatives, such as purchasing of bibs/slots for the 5 Boro Bike Tour, and other national events
- Serve as the main point of support for new and recurring events and campaigns, supporting webpage setup, fundraising support, and logistical support as necessary
- Distribute Team LRF welcome kits to new supporters and individuals who request information about opportunities to get involved
- Engage *Fundraise Your Way* participants in additional LRF initiatives, after the completion of their event
- Manage agenda for weekly internal Team LRF meetings
- Maintain and improve marketing and program materials, including brochures, posters, and participant toolkits

- Manage communications efforts, including email campaigns, social media outreach and public relations efforts, as necessary
- Maintain forecast of portfolio and work donors through moves management process to optimize portfolio
- Build and manage websites using Luminate Online, LRF's web-based database and website programs
- Manage post-event activity, including participant incentive fulfillment, email/social media campaigns, and reconciliation reports
- Work with Director to manage event budgets, expenses, and all invoices and check requests
- Assist with other Team LRF events as needed

Qualifications and Position Requirements:

- Minimum 1-year professional nonprofit fundraising experience required
- Experience with Luminate Online or the Raiser's Edge highly desired
- Excellent computer skills including MS Office Suite and database management
- Demonstrated knowledge and use of digital, social media and emerging online channels
- Marketing/design experience a plus
- Highly organized and motivated; must be able to work independently
- Excellent communication skills; ability to articulate program goals and organization mission
- Capable of managing multiple priorities effectively
- Good oral communication and presentation skills
- Detail-oriented and highly organized
- Professional and solid judgment
- Proactive, can-do attitude
- Ability to motivate and inspire volunteers

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 and put 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.