

**Job Title:** Development Coordinator  
**Department:** Development Department  
**Status:** Full time, exempt

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 approximately \$62 million in lymphoma-specific research.

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

#### **Primary Responsibilities:**

- Coordinate stewardship and solicitation of annual, mid-level, and planned giving donors in collaboration with the database and communications teams.
- Assist in implementing and reviewing an integrated development plan to support all revenue streams in the individual giving portfolio.
- Develop donor communications initiatives and materials to ensure consistent and impactful messaging across the organization.
- Coordinate strategies to engage and cultivate mid-level donors, assisting in conversion to major giving portfolios when appropriate.
- Conduct identification and qualification of constituents in annual and mid-level portfolios for the major gift pipeline.
- 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.
- Coordinate and attend regular donor cultivation and recognition events.
- Manage outside vendors and consultants in support of Individual Giving projects as needed.
- 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, or an equivalent combination of education and experience.
- Exceptional written and verbal communication skills, with experience in marketing/professional communications preferred.
- Excellent interpersonal skills, with experience interacting with individuals on behalf of an organization.
- Experience with data entry and evaluation; Raiser's Edge, Luminato, or similar database preferred.
- Excellent organization and project management skills, with the ability to accurately complete multiple assignments with competing deadlines.
- Willingness to take initiative, manage projects, and coordinate work with colleagues.
- Ability to handle confidential information appropriately.
- Proficiency 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 [development@lymphoma.org](mailto:development@lymphoma.org) with "Development Coordinator" 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.