



## Affiliate Manager Job Description

### **JOB DESCRIPTION:**

Tigerlily Foundation's Affiliate Manager is responsible for building and managing Tigerlily Affiliates nationwide. The Affiliate Manager works with Affiliates to develop growth and sustainability plans. This is a volunteer position.

### **RESPONSIBILITIES:**

- Responsible for engaging volunteers nationwide to develop affiliates.
- Responsible for start-up and training affiliate leads.
- Provides affiliate leads with materials and communications consistent with Tigerlily organizational strategy.
- Communicate with affiliates via email and telephone, answering inquiries about Tigerlily's affiliate program and best practices
- Manage affiliate relations, communication and recruitment
- Responsible for planning and goal setting for the affiliates.
- Ensures that each affiliate conducts outreach and fundraising per organizational guidelines.
- Trains affiliate leads on how to grow and develop community partnerships, and engage volunteers.
- Tracking, reports and analysis affiliate milestones and success.
- Ensure accurate and timely documentation of all affiliate donor contacts within database.
- Optimize all aspects of our affiliate program through established and new networks
- Implement initiatives that enhance affiliate productivity, create new growth opportunities and increase awareness
- Perform annual planning with Affiliates and ensure annual objectives are executed

### **About Tigerlily Foundation**

Tigerlily Foundation's (Tigerlily) mission is to educate, empower, advocate for and provide hands-on support to young women, ages of 15-40 – before, during and after breast cancer.

**For More Information:** Email Nicolette Boxe, Director of Recruiting at [nicolette@tigerlilyfoundation.org](mailto:nicolette@tigerlilyfoundation.org) or email [info@tigerlilyfoundation.org](mailto:info@tigerlilyfoundation.org) for more information.