



Development Coordinator

JOB DESCRIPTION:

Tigerlily Foundation's Development Coordinator is responsible for assisting Executive team with the development and execution of Tigerlily Foundation's annual fundraising strategy. This is a volunteer position.

RESPONSIBILITIES:

- Develop and implement annual development plan/strategy to increase annual fundraising and sustainability of large base of annual individual and corporate donors
- Manage donors to maximize the effectiveness of our major donor strategy. Lead development staff, Board and volunteers in identifying, cultivating, soliciting, and stewarding individual, corporate and foundation donor prospects (\$1,000-\$100,000)
- Renew current major donors and upgrade members to major donor levels when possible.
- Maintain current foundation support and increase this support through the identification and cultivation of new foundations. Work with development and program staff to write, prepare, and submit grant proposals. Ensure accurate tracking and reporting and maintain effective relations with foundation supporters.
- Work with Membership team to grow our membership and enhance membership experience. Work closely with communications staff to from online fundraising
- Work with staff to organize and present our annual events (Spa for a Cause, EmPOWER Ball, Young Women's Breast Health Day on the Hill and Pink Boa 5K Run/Walk
- Expand Planned Giving and Endowment Programs to encourage bequests
- Work with team to increase our income through existing programs, workplace giving, matching gift programs, Cupcake Fundraisers, and innovative new ideas
- Manage implementation of donor management software and oversee staff responsible for data entry and gift processing
- Develop and track proposals and reports for all foundation and corporate fundraising
- Train and lead other staff to support fundraising and marketing efforts
- Manage Sponsorship program, which includes identifying and securing Sponsors, and engaging them in ongoing service opportunities and for events
- Assist with writing grants and reporting to funders
- Develop individual donor base; manage annual giving campaign; cultivate major gifts
- Work to develop regional and national sponsors
- Send thank you letters, donation receipt, follow up communications and complimentary material to the donors, presenting the organization's activities to supporters
- Build and manage cause marketing relationships with corporations

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.

Tigerlily Foundation
11654 Plaza America Drive, #725, Reston, VA 20190
Tel: 1(888) 580-6253
Email: info@tigerlilyfoundation.org
www.tigerlilyfoundation.org



For More Information: Email Nicolette Boxe, Director of Recruiting at nicolette@tigerlilyfoundation.org or email info@tigerlilyfoundation.org for more information.

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