



JOB TITLE: Development Coordinator
LOCATION: Irvine, CA
WAGE/SALARY: TBD
DAYS/HRS: 40 hours per week

ORGANIZATION:

The TGR Foundation is a team of dedicated individuals who are passionate about empowering students to thrive. We are deeply committed to every student who comes through our programs, and believe that the power of education, coupled with the right resources, will ensure lifelong success. The Foundation benefits from two core sources of revenue: signature events held throughout the course of the year and our Fund Development program which raises funding from individuals, corporations and foundations. All revenue supports our TGR Learning Labs, the Earl Woods Scholar Program, TGR EDU: Explore and TGR EDU: Create.

QUALIFICATIONS:

The Development Coordinator would be a member of the TGR Foundation's Fund Development Department, assisting with the team's efforts to raise funding from individuals, corporations and foundations. Learning from and working alongside two seasoned nonprofit fundraising professionals, the position is primarily responsible for managing department systems and operations, conducting prospect research, managing giving campaigns and assembling grant reports and communications. Candidates must be comfortable working in an office environment; must work efficiently under pressure and balance multiple responsibilities while being organized. Must be highly detail oriented and motivated, and a team player. *Desired skills include:*

- 1-2 years experience working in fund development, preferably at an education nonprofit.
- Proficiency with Word, Excel, PowerPoint, and Outlook.
 - Experience with Office 365/Sharepoint a plus.
 - Knowledge of Adobe Acrobat ProXI and Adobe Photoshop a plus.
- Proficiency with database and/or record management systems (CRMs).
 - Experience using Salesforce nonprofit CRM a plus.
- Excellent oral and written communication skills; experience drafting donor communications preferred.
- Possess a good attitude and eagerness to learn.
- Ability to keep track of multiple on-going projects.

JOB DUTIES & RESPONSIBILITIES:

- Oversee gift entry and donor records management; run reports and conduct mail merges; prepare and send donor correspondence, including donor acknowledgements.
- Conduct prospect research for potential grant and major gifts funding opportunities and prepare prospect research profiles.
- Oversee the development and execution of annual appeals and/or direct mail campaigns – list creation, mail distribution, and donation tracking.
- Prepare donation and/or grant proposal requests, reports and presentations as assigned.
- Support Fund Development team's ongoing communication and cultivation activities to strategically engage donors – distributing impact stories, sharing student feedback, coordinating site visits, etc.
- Miscellaneous projects as assigned by supervisor and/or Fund Development team members



TO APPLY:

Submit cover letter and resume as a single PDF file at www.teamworkonline.com

Failure to follow these instructions may cause your application to be dismissed

*No phone calls please. The TGR Foundation is proud to be an Equal Opportunity Employer.

This job description is illustrative of duties typically performed by this job. It is not intended to be an exhaustive listing of each, and every job responsibility. Because job content may change from time to time, the Tiger Woods Foundation reserves the right to add and/or delete job responsibilities from this position at any time.