



**JOB TITLE:** Development Coordinator  
**LOCATION:** Irvine, CA  
**STATUS:** Full-Time, Nonexempt  
**SALARY:** \$58,000-\$62,000

**ORGANIZATION:**

TGR Foundation is a leading education nonprofit founded in 1996 by Tiger Woods. With a commitment to providing opportunities that unlock the unlimited potential in the lives of young people from under-resourced communities, its mission is to empower students to pursue their passions through education. In 2026, TGR Foundation is celebrating 30 years of driving dreams together. Through its TGR Learning Labs and signature education programs focused on science, technology, engineering, arts and math (STEAM) educational enrichment, career and college readiness and health and well-being, TGR Foundation has served more than 217,000 students. For more information, visit [TGRFoundation.org](https://TGRFoundation.org) or connect on [Facebook](#), [X](#) and [Instagram](#).

**POSITION SUMMARY:**

Reporting to the Director, Development Operations, the Development Coordinator provides fundraising and Development Operations support across TGR Foundation's National and regional portfolios. Primary market and fundraiser assignments may be established based on organizational priorities and workload and may change over time. The role supports prospect research, donor and account coordination, grants administration, Salesforce, gift administration, briefing materials and Development follow-through. Coordinators support the grants process but do not independently write, submit, manage or own grants.

**RESPONSIBILITIES:**

- Provide portfolio and account coordination to assigned frontline fundraisers, including prospect and funder research, donor profiles, briefing materials, meeting preparation, donor materials, correspondence and follow-up.
- Participate in prospect, donor and partner meetings and calls with Development staff as appropriate, providing meeting preparation, materials, note-taking, follow-up, Salesforce updates and coordination of next steps.
- Support Development staff with preparation and updating of donor-facing materials, including meeting briefs, proposals, presentations, PowerPoint and Canva materials, and other account-specific collateral.
- Coordinate Development requests to Marketing & Communications for donor-facing materials and creative support, ensuring clear content, deadlines and required information and tracking requests through completion under the direction of the Director, Development Operations.
- Prepare prospect profiles and relevant contextual information for the CDO, CEO and frontline fundraisers ahead of donor meetings, calls and Development events.
- Maintain accurate Salesforce contacts, accounts, opportunities, activities, gift information and next steps; assist with data cleanup, lists and routine reports.
- Track stewardship, renewal, proposal, reporting, agreement and partner-fulfillment deadlines and coordinate collection of required information and materials under the direction of the Director, Development Operations and the relationship owner.
- Support grant and foundation activity through prospect research, deadline tracking, document and data collection, Salesforce updates, source-material organization,



- proposal and report coordination, proofreading, formatting and grant administration. Coordinators do not independently write, submit, manage or own grants.
- Use approved technology and AI-enabled tools, under Development Operations guidance, to support grant research, information organization, tracking and preparation of background and source materials.
- Obtain and organize program, impact, financial and other source information needed for donor materials, proposals and reports.
- Support gift and donor administration, including transmittal documentation, acknowledgments, restricted and designated gift records, in-kind documentation and pledge and payment tracking.
- Coordinate donor acknowledgments and routine Development correspondence and support stewardship communications in partnership with relationship owners.
- Generate routine Salesforce reports, donor/prospect lists, mailing lists, event invite lists and portfolio information as directed by the Director, Development Operations.
- Escalate complex gift, grant, restriction, account or workload issues to the Director, Development Operations. Frontline fundraisers retain responsibility for donor relationship strategy, cultivation and solicitation.

**EDUCATION, EXPERIENCE & SKILLS REQUIRED:**

- Bachelor's degree or equivalent combination of education and experience preferred.
- 2+ years of nonprofit Development, fundraising, account coordination, grants, donor services or related experience preferred.
- Excellent organizational skills with the ability to manage multiple deadlines and details across several fundraisers and accounts.
- Strong written and verbal communication skills and ability to prepare professional donor-facing materials.
- Proficiency with Microsoft Office; Salesforce or comparable CRM experience preferred.
- Comfort learning and using approved technology tools to support research, organization, tracking and preparation of background materials.
- Strong judgment, attention to detail, confidentiality and customer-service orientation.
- Support TGR Foundation mission, vision and core values.

**TO APPLY:**

Send an electronic cover letter and résumé to Jessie Beigel at [jbeigel@tgrfoundation.org](mailto:jbeigel@tgrfoundation.org).

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, TGR Foundation reserves the right to add and/or delete job responsibilities from this position at any time.*