Development Coordinator

Position Summary
The Development Coordinator will be responsible for performing functions in the domains of fundraising, constituent outreach, and development team support for a growing nonprofit organization leading a global conversation on concussions and CTE in sports and the military. The successful candidate will have excellent communication skills, be extremely organized, and possess the ability to work both independently and as part of a team in a fun, fast-paced environment.

Company: Concussion Legacy Foundation
Reporting to: Development Manager
Location: Remote
Status: Full-time

Responsibilities
- Work with the CEO and Development Manager to execute CLF’s development plan and ensure sustainable revenue to achieve the CLF mission.
- Maintain and manage day to day operations of CLF’s fundraising platform, Classy, while maintaining accuracy, integrity, security, and confidentiality.
- Coordinate fundraising emails and social media outreach and content with the Digital Content Coordinator.
- Conduct weekly outreach to constituents who have been identified as potential donors or volunteers.
- Work closely with external fundraisers to develop virtual fundraising campaigns.
- Assist with distribution of CLF branded gear and management of online store.
- Provide administrative support to the CEO and development team, including managing internal calendars, scheduling meetings, and meeting preparation.
- Provide expertise and technical support to end-users on Classy.
- Provide monthly and quarterly reports for board reporting.
- Support the completion and submission of grant funding applications and subsequent required reporting once awarded.
- Coordinate identification and relationship building with key donors and groups.

Professional Qualifications
- Bachelor’s degree required.
- 2-5 years of relevant work experience in a development setting or non-profit organization.
- Classy, Salesforce, or related database and fundraising platform experience.
- Proficiency with Microsoft Word, Excel, and PowerPoint.
- Excellent customer service skills.
- Excellent written and verbal communication skills.
- Experience with social media platforms preferred.
- Able to prioritize a varied task list.
• Eagerness to work with a passionate, mission-focused team.
• A self-starter with a strong work ethic who is conscientious, attentive to detail, and results-oriented.
• Team player with a genuine interest in making sports safer.

**How to Apply**
Please submit your resume and cover letter to operations@concussionfoundation.org

**About the Concussion Legacy Foundation**
The Concussion Legacy Foundation is a 501(c)(3) non-profit organization. It was founded by Robert Cantu, MD, and Chris Nowinski, PhD to support athletes, Veterans, and all affected by concussions and CTE; achieve smarter sports and safer athletes through education and innovation; and to End CTE through prevention and research. The Concussion Legacy Foundation’s work has been featured by the New York Times, Rolling Stone, TIME, Sports Illustrated, ESPN, BBC, PBS, HBO Real Sports and many other news and media outlets. For more information, please visit ConcussionFoundation.org.

At the Concussion Legacy Foundation, we are proud to be an equal opportunity employer. All applicants will be considered for employment based on qualifications, merit and organizational need and without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. CLF is committed to providing employees with a work environment free of discrimination and harassment.