



Database Manager

Position Summary

The Database Manager will be responsible for developing, maintaining, and enhancing the performance of the Concussion Legacy Foundation's database. The successful candidate will possess knowledge of database architecture, have excellent communication skills, and be extremely organized. An outstanding database manager will be someone whose expertise translates into optimal database performance.

Company: Concussion Legacy Foundation

Reporting to: Director of Digital Strategy

Location: Remote

Status: Full-time

Responsibilities

- Maintaining CLF's suite of data management tools, including Salesforce, Classy, Pardot, & FormAssembly.
- Enhancing the scalability and performance of existing database architecture.
- Collaborating with internal stakeholders to create and optimize automated processes
- Developing database structures and features according to organizational needs.
- Protecting data by developing data security, disaster recovery and restoration policies, procedures, and controls.
- Working closely with CLF Development, Programs and Legacy Family Community (LFC) teams, ensuring data is properly recorded and maintained.
- Working with international chapters to securely store and report on data as needed
- Developing procedures and standardized processes to ensure data integrity and quality.
- Preparing and presenting system performance reports to senior managers.
- Documenting processes and complying with best practices in database management to improve performance and operational efficiency.
- Providing weekly, monthly, and quarterly reports for stakeholders, including Programs, Development, LFC and Board of Directors
- Conducting research on constituents and disseminate actionable learnings to the Development and Programs teams, coordinating relationship building with key donors and groups.
- Conducting training programs for staff on database development and maintenance procedures.
- Staying updated with new database technologies and analyze such technologies to bring into scope of existing infrastructure.
- Supervising installations, upgrades and regular updates to existing database
- Developing an improved cloud file sharing structure and permissions



Professional Qualifications

- Bachelor's degree in management information systems, computer science, information systems, or information technology preferred.
- 2-5 years of relevant work experience in database management.
- In-depth knowledge of database technologies, architecture, & data security
- Proficiency with Salesforce, Classy, FormAssembly, Pardot, and Microsoft Excel preferred.
- Experience with SQL or similar programming language a plus
- Excellent written and verbal communication skills.
- Able to prioritize a varied task list.
- Eagerness to work with a passionate, mission-focused team.
- Team player with a genuine interest in making sports safer or advancing the brain health of athletes and veterans.

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.