



Director of Development

Position Summary

The Director of Development (DD) will lead a comprehensive fundraising program for a 501(c)(3) nonprofit organization leading a global conversation on concussions and CTE in sports and the military. The Director of Development will increase philanthropic revenue from individuals, corporations, and foundations to support CLF's mission and vision. The person in this position will strengthen and facilitate relationships with current and future supporters, solicit contributions on behalf of the organization, and build a community of philanthropic investors who share a belief in the unique role that CLF plays across the globe.

The DD will update and lead CLF's strategic fundraising plan, including major gifts, grants, events, corporate and foundation relations, annual giving, peer-to-peer fundraising, donor stewardship and prospecting. The DD will report to and partner with the CEO to leverage the organization's philanthropic potential. The DD will work closely with the national and local advisory boards to inspire their fundraising assistance and will also manage four direct reports consisting of a development manager, two development coordinators, and a database manager.

Candidates should be experienced fundraising leaders who have a track record of building comprehensive fundraising programs, raising significant resources that have grown over time, working in partnership with staff and volunteer teams and closing major gifts, particularly in environments without the natural donor constituencies enjoyed by colleges, hospitals, etc.

Company: Concussion Legacy Foundation

Reporting to: Chief Executive Officer (CEO)

Location: Remote

Status: Salaried employee

Responsibilities

1. Raise the philanthropic resources necessary to support and grow CLF programs and initiatives
 - a. Manage a portfolio of prospects and donors who have the potential to provide significant charitable gifts to the organization. Cultivate, solicit and close annual, major gift and multi-year contributions. Achieve revenue goals.
 - b. Identify new funding prospects to support the organization.
 - c. Develop and lead grant strategy, maintaining regular correspondence with foundations, donors, and board members with a long-term relationship approach;
 - d. Serve as a passionate proponent of the organization and its mission.

- e. Appropriately represent the institution, its board and staff leadership to donors and prospects.
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- 2. Implement a comprehensive fundraising program.
 - a. Implement national and local fundraising strategies, including a special emphasis on major giving, corporate partnership programs, foundation relations initiatives, and deferred and planned giving that increase the organization's support from individuals, corporations, foundations and other sources;
 - b. Provide leadership, strategic direction, management, and coordination for all aspects of the program's development efforts.
 - c. Prepare the annual fundraising plan in collaboration with the CEO for presentation to Senior Management and the Board of Directors; provide detailed reports about the fundraising progress to the CEO and Senior Management on a regular basis.
 - d. Implement a national fundraising strategy, oversee hiring of and manage remote fundraising staff in key markets.
 - e. Oversee donor stewardship and recognition programs, as well as all annual giving programs.
 - f. Oversee established annual fundraising events and develop plan for event revenue growth and expansion.
 - g. Ensure that appropriate systems and procedures are in place to support the program's future fundraising goals.
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- 3. Work collaboratively with volunteer and staff leadership across the country to enhance their fundraising skills and to support their revenue generating efforts.
 - a. Partner with the Chief Executive Officer to deploy his/her time and attention to leverage the greatest revenue generating opportunities that they can help influence. Coordinate fundraising efforts of CEO, the development committee of the Board of Directors, and other key fundraising team members.
 - b. Work effectively with the Board of Directors and other key volunteers, leveraging their talents, resources, and ideas to enhance fundraising activities; understand the Board's giving patterns and desired involvement; enhance board members' ability to identify fundraising opportunities and encourage their ongoing participation as donors and solicitors.
 - c. Build strong relationships and project management processes with the program's leadership and staff; understand CLF's programs; work collaboratively with program staff to integrate innovative development strategies throughout the program.
 - d. Manage the development team, including four direct reports consisting of a development manager, two development coordinators, and a database manager, and collaborate with a full-time events coordinator.

- e. Lead, mentor and inspire staff and volunteers with fundraising responsibilities to excel in their roles. Strategically grow staffing capacity as growth in resources allow. Create working environment that is rewarding to staff and volunteers.
 - f. Recruit and motivate community and business volunteers locally and nationally where necessary to increase philanthropic attainment.
 - g. Lead staff and volunteers to institutionalize philanthropy and fund development within the organization. Foster a culture of philanthropy within the organization. Assure that the organization's culture, systems and procedures support fund development and vice versa.
 - h. Leverage professional athlete and celebrity support to enhance development efforts.
4. Serves as a member of CLF's senior management team to advance the organization's goals.
- a. First and foremost, maintain focus on achievement of the organization-wide goals, and build and implement the comprehensive fundraising program to support achievement of the goals set forth in CLF's annual and long-term strategic plan/s.
 - b. Provide counsel and guidance to the Chief Executive Officer and members of the senior staff team in order to incorporate the development perspective.
 - c. Embrace a culture focused on strong vertical and horizontal communication lines throughout the organization.
 - d. Serve as a proactive problem solver.
 - e. Ensure that philanthropy and fund development are carried out in accordance with the organization's mission, vision and values.
 - f. Help establish performance measures, monitor results and help the CEO, development committee(s) and board evaluate the effectiveness of the organization's fund development program.

Professional Requirements

- Bachelor's degree required
- Minimum five years fundraising experience
- Demonstrated experience in managing people and budgets
- Demonstrable track record of personally identifying, cultivating, soliciting, and closing individual donors, corporations and foundations
- A record of measurable results in organizing and implementing such activities as: major gifts, annual funds, corporate and foundation giving, planned giving, direct response and special events
- Demonstrated ability to work effectively with and quickly gain the respect and support of various constituencies, including board and staff members, donors, foundation and civic leaders; experience recruiting and organizing volunteers
- A solid understanding of nonprofit/for-profit fiscal management, principles and best practices
- Creative, resilient and strategic in approach

- A track record as an effective communicator; highly developed skills in writing and speaking; competence at crafting proposals, donor correspondence and other kinds of materials; receptive and responsive to feedback; the ability to communicate the program's mission and interests to a broad audience
- Outstanding customer service skills
- Passion for philanthropy and nonprofit work
- Organized; ability to multi-task; detail oriented
- Openness to travel for meetings and fundraising events
- Works well under pressure to meet deadlines

How to Apply

Please submit your resume and cover letter to Niki Popyer at npopyer@concussionfoundation.org

About the Concussion Legacy Foundation:

The Concussion Legacy Foundation is a 501(c)(3) nonprofit organization based in the United States with chapters in Australia, Canada and the United Kingdom. It was founded by Robert Cantu, MD, and Chris Nowinski, PhD to support athletes, veterans and all affected by concussions and CTE to promote smarter sports and safer athletes through education and innovation and End CTE through prevention and research. CLF is a proud supporter of and collaborator with the Boston University CTE Center. 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.