

CONCUSSION

↑ Legacy Foundation

Development Coordinator

POSITION SUMMARY

Reporting to the development manager, the Development Coordinator will be responsible for performing functions in the domains of database administration, operations, and development team support for this growing non-profit. The successful candidate will have excellent communication skills, be extremely organized, and possess the ability to work independently, as well 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

Administration

- Work with the CEO and development team to execute CLF's development plan and ensure sustainable revenue to achieve the CLF mission.
- Maintain and manage the day-to-day operations of the Concussion Legacy Foundation's constituent database, Salesforce, while maintaining accuracy, integrity, security, and confidentiality.
- Conduct research on constituents and disseminate actionable learnings to the development team using Wealth Engine.
- Work closely with CLF development staff and other departments to provide required data for all donor records utilizing Salesforce queries, reports, and exports, including advance levels of Excel.
- Provide administrative support to the CEO and development team, including managing internal calendars, scheduling meetings, and meeting preparation.
- Produce gift receipts and/or individualized acknowledgement letters for all gifts/pledges received.
- Support reconciliation of donations from online fundraising streams.
- Provide expertise and technical support to end-users on Salesforce.
- 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.

Operations

- Manage inventory of donor collateral and branded gifts.
- Coordinate operations for disbursement of research registry cards.

Qualifications

- Microsoft Office Suite. Proficiency with Microsoft Word, Excel, and PowerPoint and Social Media platforms.
- Salesforce or related database experience.

Requirements

- Bachelor's degree
- 2-5 years of relevant work experience in a development setting or non-profit organization
- The successful candidate will be a mature, accomplished, and consistent professional who is able to prioritize a varied task list.
- Must have a collaborative work style and the ability to partner with all levels of the organization
- A self-starter with a strong work ethic who is conscientious, attentive to detail, results-oriented

361 Newbury Street, 5th Floor | Boston, MA 02115 | (T) 857.880.2083

ConcussionFoundation.org



Benefits

- Health and Dental insurance; Retirement plan after 6 months

The Concussion Legacy Foundation provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

How to Apply

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