



## Senior Development Manager

**Location:** Remote

**Reports To:** Director of Development

**Position Type:** Full-Time

### **Position Summary:**

The Senior Development Manager is responsible for advancing CLF's philanthropic growth by executing high-impact fundraising strategies, cultivating donor relationships, and supporting the development team in reaching ambitious revenue goals. This role works closely with the Director of Development to drive donor acquisition, retention, and engagement across all giving channels, including major gifts, corporate and foundation partnerships, campaigns, and planned giving initiatives. This position will lead strategic support for identifying, writing, and managing grants, and will oversee and support campaigns to ensure alignment between fundraising objectives and organizational priorities.

### **Key Responsibilities**

#### **1. Donor Cultivation & Revenue Growth**

- Manage cultivation, solicitation, and stewardship of individual, corporate, and foundation donors to achieve annual fundraising goals.
- Manage a portfolio of donors through high-touch engagement, including email, calls, event participation, and personalized correspondence, while ensuring accurate and up-to-date records in Salesforce and other development systems.
- Lead donor acquisition efforts by identifying, researching, and engaging new major gift, grant, corporate, and foundation prospects.
- Drive revenue growth strategies by partnering with the Director of Development to expand CLF's donor base and elevate existing donor relationships.
- Support peer-to-peer fundraising efforts and ensure integration with broader development campaigns (e.g., Concussion Awareness Month, Race to End CTE).
- Collaborate with Development Operations to ensure all donor activity is tracked accurately in Salesforce and related systems.

#### **2. Campaign & Grant Support**

- Play a lead role in campaign and grant initiatives, contributing both strategic direction and hands-on execution to maximize fundraising outcomes.
- Identify, write, apply for, and manage grants, ensuring compliance, reporting, and effective use of funding to support organizational goals.



- Collaborate with development team in planning, execution, and performance tracking of CLF campaigns, analyzing results to inform strategy, drive donor engagement, ensure clear calls to action, and achieve measurable outcomes.

### 3. Strategic & Team Support

- Collaborate with the Director of Development to develop and implement growth strategies for individual, corporate, grant, and foundation fundraising.
- Assist the Director of Development in ensuring systems and processes for campaign execution, event logistics, prospect research, and donor stewardship are efficient and effective.
- Contribute to a positive, results-driven team environment and be positioned for potential people management opportunities as the development function grows.

### 4. Relationship & Mission Representation

- Serve as a credible, professional representative of CLF to donors, prospects, and community partners.
- Act as a passionate advocate for CLF's mission, conveying the impact of the organization's work in all donor interactions.
- Partner with the Director of Development and leadership to strengthen donor engagement and support CLF's long-term philanthropic goals.

### 5. Reporting & Strategic Insights

- Use data and analytics in partnership with Development Manager to inform donor strategy, prospecting, and campaign planning.
- Provide regular updates and recommendations to the Director of Development on fundraising performance, pipeline growth, and strategic opportunities.

### **Qualifications**

- BA/BS degree in relevant field preferred
- 3+ years of related professional experience with at least (2) two being in donor-related activities within an organization with a \$2M+ fundraising goal strongly preferred.
- Demonstrated evidence of the ability to execute fundraising plans and strategies that generate significant results and proven track record cultivating, stewarding, and moving donors to higher levels of support.
- Demonstrated ability to manage complex and varied data with rigor and navigate data systems effectively in a fast-paced environment.
- Genuine relationship-building skills with the ability to inspire generosity and make prospects and donors feel valued.
- Proven experience identifying, writing, and managing grants to secure funding, ensure compliance, and align resources with organizational priorities.



- Ability to utilize data to drive decision-making and reflect on rigorous and donor centered plans for sustaining and growing donor base and revenue.

### **Compensation and Benefits**

- Salary Range: \$85,000-\$94,999.
- Health, dental, and vision insurance.
- Retirement plan with employer match.
- Generous paid time off and holidays.
- Professional development opportunities.

### **How to Apply**

Please submit your resume and cover letter to Niki Collazo at [ncollazo@concussionfoundation.org](mailto:ncollazo@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](http://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.