



Location: Remote

Reports To: Director of Development

Position Type: Full-Time

Position Summary

The Senior Development Manager plays a critical leadership role in advancing the Concussion & CTE Foundation's fundraising strategy and execution. This position partners closely with the Director of Development to drive revenue growth through strategic donor engagement, campaign expansion, and diversification of funding streams.

With a strong focus on low- to mid-level donor portfolios, campaign performance, and community-driven fundraising, the Senior Development Manager ensures that development strategies are intentional, data-informed, and scalable. This role will have at least one direct report and is responsible for translating development strategy into clear execution, results, and year-over-year growth.

Key Responsibilities

Donor Strategy & Portfolio Management

- Manage and grow a low- to mid-level donor portfolio, focusing on consistent cultivation, solicitation, and stewardship to drive upgrades and long-term retention.
- Develop and execute individualized donor engagement strategies, including personalized outreach, meetings, events, and impact-based communications.
- Partner with the Director of Development to identify donors with major gift potential and support their movement into higher-level portfolios.
- Ensure timely, thoughtful stewardship and accurate documentation of donor interactions in Salesforce and related systems.

Campaign & Community Fundraising Leadership

- Provide strategic leadership and hands-on execution support for key fundraising campaigns, including Race to End CTE, Make it Visible, Keep it Free and other peer-to-peer and community-based initiatives.
- Collaborate with campaign staff to establish clear goals, timelines, KPIs, and growth strategies year over year.
- Support the development and implementation of playbooks and repeatable processes that strengthen campaign performance and reduce staff dependency.



- Analyze campaign results and donor behavior to inform strategy, improve engagement, and increase revenue outcomes.

Revenue Growth & Funding Diversification

- Partner with the Director of Development to strengthen and diversify revenue across individual giving, campaigns, events, and corporate partnerships.
- Identify opportunities to reduce reliance on single revenue streams and support long-term sustainability.
- Contribute to forecasting, pipeline development, and revenue planning across development channels.

Team Leadership & Cross-Functional Collaboration

- Provide day-to-day leadership and strategic oversight of fundraising staff, ensuring alignment with organizational goals and development priorities.
- Support staff growth through clear expectations, accountability, and collaboration.
- Work cross-functionally with Development Operations, Communications, and Leadership to ensure cohesive messaging, donor experience, and execution.
- This role will have one direct report, with the potential to take on additional management responsibilities over time.

Systems, Reporting & Strategic Insight

- Use Salesforce and development data to track performance, evaluate donor pipelines, and inform fundraising strategy.
- Provide regular reporting and strategic insights to the Director of Development, including progress toward goals, risks, and growth opportunities.
- Support the continuous improvement of development systems, workflows, and best practices.

Relationship & Mission Representation

- Serve as a professional and credible representative of the Concussion & CTE Foundation to donors, partners, and community members.
- Communicate the Concussion & CTE Foundation's mission and impact with clarity and authenticity, inspiring engagement and generosity.

Qualifications

- BA/BS degree in relevant field preferred



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- 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 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.
- Ability to manage complex and varied data with rigor and navigate data systems effectively in a fast-paced environment.
- Experience using CRM systems (Salesforce preferred) to manage donor data, pipelines, and reporting.
- Excellent relationship-building, communication, and organizational skills.
- Experience supporting or leading campaign-based fundraising and peer-to-peer models strongly preferred.

Compensation and Benefits

- Competitive salary based on experience.
- Health, dental, and vision insurance.
- Retirement plan with employer match.
- Generous paid time off and holidays.
- Professional development opportunities.

Hiring Process & Timeline

To help candidates plan ahead, we want to share our anticipated timeline:

- We will begin reviewing resumes on February 25th.
- Candidates selected for a first-round interview will receive an email by March 6th.

How to Apply

Please submit your resume and cover letter to Niki Collazo at ncollazo@concussionandcte.org

About the Concussion & CTE Foundation:

The Concussion & CTE 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. The Concussion & CTE Foundation is a proud supporter of and collaborator with the Boston University CTE Center. The 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 Concussionandcte.org

At the Concussion & CTE 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. The Foundation is committed to providing employees with a work environment free of discrimination and harassment.