



Location: Remote

Reports To: Director of Development

Position Type: Full-Time

Salary Range: \$70,000-\$80,000

Position Summary

The Development Manager plays a critical role in advancing the Concussion & CTE Foundation's mission to end human suffering caused by concussions and CTE. This position supports the day-to-day operations of the development team while driving execution across annual campaigns and peer-to-peer fundraising initiatives.

The Development Manager is both a systems thinker and a hands-on executor, ensuring strong internal processes while helping grow revenue through donor engagement and campaign performance.

Key Responsibilities

Development Operations

- Support daily development operations, including gift processing, donor acknowledgments, and database integrity
- Maintain and optimize Salesforce (NPSP) to ensure accurate donor records, reporting, and pipeline tracking
- Build and maintain dashboards and reports to track fundraising performance and inform strategy
- Coordinate with finance to ensure timely reconciliation and reporting of revenue
- Manage donor data hygiene and segmentation to support targeted outreach

Annual Campaigns

- Execute and optimize annual fundraising campaigns, supporting donor stewardship and revenue growth.
- Support campaign planning, timelines, and cross-channel execution.
- Monitor campaign performance and recommend adjustments to improve results

Peer-to-Peer Fundraising

- Lead day-to-day management of peer-to-peer campaigns, including Race to End CTE, and Make it Visible Keep it Free
- Support participants with onboarding, fundraising tools, and coaching to maximize success
- Track participant engagement and revenue performance
- Identify opportunities to grow participation, retention, and fundraising totals

Donor Experience

- Ensure a high-quality, timely, and personalized donor experience across all touchpoints
- Support stewardship efforts for low-level and recurring donors
- Help identify and move donors through the pipeline from entry-level to more engaged giving

Cross-Functional Collaboration

- Work closely with marketing, programs, and leadership to align fundraising efforts with organizational priorities
- Support event execution and donor engagement opportunities as needed

Qualifications

- 2–3 years of nonprofit fundraising or development experience
- Experience with peer-to-peer fundraising platforms (e.g., Classy/GoFundMe) and CRM systems (preferably Salesforce NPSP)
- Strong project management and organizational skills
- Data-driven mindset with experience using reports and dashboards to guide decisions
- Excellent written and verbal communication skills
- Ability to manage multiple priorities in a fast-paced environment

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 tentative timeline:

- First Interviews begin April 16th
- Second Round Interviews begin April 28th
- Third Round Interviews begin May 7th

How to Apply

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

About the Concussion & CTE Foundation:

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. The mission is to end human suffering caused by concussions and CTE. 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.