



## **Military Program Manager**

### **Position Summary**

The Military Program Manager is responsible for serving as the main point of contact and program lead for all Concussion Legacy Foundation (CLF) programming related to military service members, Veterans, and caregivers. CLF is a nonprofit organization leading a global conversation on concussions and CTE in sports and the military. This position's key responsibility will be to manage [Project Enlist](#), CLF's program serving as a catalyst for research on military Veterans with TBI, CTE and PTSD by rapidly increasing the number of Veteran brains donated to brain banks for study. Project Enlist is currently powered by a foundational partnership with Wounded Warrior Project, and has more than 10 additional program partners.

At the core of Project Enlist is the US Department of Veterans Affairs - Boston University - Concussion Legacy Foundation (VA-BU-CLF) Brain Bank, the world's leading research program on the long-term effects of traumatic brain injuries and head impact exposure. Brain Bank research is an essential step in developing effective treatments for TBI, CTE and PTSD so we can protect and support our heroic Veterans. The vision of Project Enlist is to create a culture of brain donation within the military community, while also providing a service to Veterans through positive brain health messaging.

**Company:** Concussion Legacy Foundation

**Reporting to:** Chief Impact Officer

**Location:** Remote

**Status:** Salaried employee

### **Responsibilities**

#### Program Management

- Manage all program execution and partner recruiting for Project Enlist, including grant execution and reporting.
- Serve as point of contact for Project Enlist pledges and program partners.
- Work with Chief Impact Officer and Director of Digital Strategy to ensure best-in-class delivery of Project Enlist materials, including brain pledge cards and informational packets, email communications, website presence, and mailings.
- Help grow and disseminate Operation Brain Health digital resources for Veterans and caregivers struggling with the effects of service-related brain trauma.
- Work with CLF patient services team members and external partners (e.g. Wounded Warrior Project, Elizabeth Dole Foundation) to grow the network of resources CLF can provide to Veterans and family members suffering from the invisible wounds of war.
- Work with internal and external stakeholders to facilitate and improve stewardship of military patient services clients
- Serve as a point of contact for CLF's Veteran Advisory Board, including correspondence and quarterly meeting preparation.



- Help arrange video shoots, webinars, conference appearances, and speaking opportunities for CLF stakeholders to raise awareness of Project Enlist.
- Identify and help facilitate opportunities to share stories of military brain pledges and brain donor families in the media, in partner communications, and in CLF communications, in order to raise awareness of Project Enlist and the importance of military brain trauma research.

#### Development

- Help identify fundraising and grant application opportunities for Project Enlist.
- Contribute to major communications such as donor presentations, annual reports, strategic plans, and reports for the board of directors.
- Contribute to the execution of fundraising events like the annual Concussion Legacy Gala.

#### Professional Qualifications

- Bachelor's degree preferred.
- Three to five years of full-time experience in program management. Experience in a Veteran Service Organization or serving the Veteran community a plus.
- Military service experience, or connection to the military, a plus.
- Excellent written and verbal communication skills, including the ability to connect and interact effectively with a wide range of key stakeholders.
- Ability to work autonomously and stay organized while excelling in a fast-paced environment.
- Detail-oriented and strategic mindset.
- Eagerness to learn about scientific research and nonprofit industries.
- Exceptional team player with a genuine interest in helping military Veterans and family members who are suffering from the invisible wounds of war.

#### How to Apply

Please submit your resume and cover letter to [operations@concussionfoundation.org](mailto:operations@concussionfoundation.org).

#### About the Concussion Legacy Foundation

The Concussion Legacy Foundation is a 501(c)(3) non-profit organization. It was founded by Robert Cantu, MD, and Chris Nowinski, PhD to support athletes, Veterans, and all affected by concussions and CTE; achieve smarter sports and safer athletes through education and innovation; and to End CTE through prevention and research. 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.