

CARIDAD CENTER



POSITION TITLE: Senior Development Manager

REPORTS TO: Chief Advancement Officer

FLSA STATUS: Exempt Non-Exempt

SALARY: \$80,000/Year

Applications can be submitted on [LinkedIn](#) or [Indeed](#)

COMPANY SUMMARY:

Caridad Center offers comprehensive medical, vision, dental, behavioral health, and social services for the uninsured and underserved children & families of Palm Beach County. More than 500 doctors, dentists, nurses, dental hygienists, as well as many others in the area of outreach and education, give their time so generously to help our cause. The Caridad Center strives to ensure that the uninsured and underserved individuals and families of Palm Beach County receive our life-changing healthcare, education, and outreach programs. Caridad gives families a fighting chance to stay healthy and receive the proper medical vision, behavioral health, dental, and social services care they need. For thousands of people in Palm Beach County, who come from all walks of life, Caridad is the only hope they will have for living a healthy life.

POSITION SUMMARY:

The **Senior Development Manager** leads critical aspects of the organization's donor engagement and fundraising initiatives. Reporting to the Chief Advancement Officer (CAO), this role focuses on strengthening annual giving programs, managing donor cultivation strategies, and implementing efficient data-driven fundraising practices. With expertise in Blackbaud's Raiser's Edge NXT data management, event planning, and donor stewardship, the ideal candidate will contribute to the organization's growth and mission.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

Donor Cultivation & Stewardship

- Collaborate with CAO to execute a **Moves Management Plan**, focusing on donor identification, cultivation, solicitation, and stewardship.

- Directly manage a portfolio of individual donors, focusing on engagement, recognition, and gift growth strategies.
- Serve as a key member of the Development team for individual donors to contact and oversee a timely and relevant acknowledgment program.
- Coordinate and lead donor appreciation and cultivation events, including personalized engagement opportunities.

Data & Systems Management, Maintenance, Analysis & Reporting

- Ensure accurate entry, maintenance, and acknowledgment of all donations, pledges, and donor information.
- Conduct routine data updates, remove duplicates, manage security access, and process USPS address corrections.
- Generate reports tracking fundraising performance, analyze donor trends, and support strategic planning.
- Manage donor records, research prospects, and prepare targeted lists for appeals and events.
- Oversee database integration with other platforms, coordinate financial coding with the accounting department, and maintain data security.

Annual Giving & Campaigns

- Support with the planning and implementation of strategic **fall, spring and summer appeals**, as well as additional fundraising campaigns aligned with organizational goals.
- Monitor campaign-related revenue and expenses, ensuring budgetary goals are met.

Collaborative Support

- Support the agency's Grant Writer in maintaining foundation records to maximize funding opportunities.
- Support with the strategic planning and execution of fundraising events, ensuring donor engagement and fundraising objectives are achieved.
- Collaborate with the Development team in the management of campaign events, tours, and donor-hosted gatherings, collaborating with leadership and Board members.

QUALIFICATIONS:

- **Bachelor's degree or equivalent work experience in relevant fundraising positions required.**
- **Proficiency in Blackbaud Raiser's Edge NXT**, including database management, segmentation, and reporting.
- Strong knowledge of **philanthropic trends** and donor engagement best practices.



- Exceptional **event planning** and project management skills.
- Demonstrated ability to develop and manage **donor solicitation strategies**.
- Excellent verbal and written communication skills.
- Strong data analytics and reporting experience.

NON-DISCRIMINATION STATEMENT:

Caridad Center, Inc. does not discriminate against employees or clients on the basis of race, color, religion, gender identity or expression, sexual orientation, national origin, age, disability, marital status, familial status or any other characteristic protected by Federal and State law. A non-discrimination clause concerning employment opportunity is incorporated in the Employee Policy and Procedure Manual. The Caridad Center, Inc. will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990, as Amended (ADAAA).

This job description may not be all-inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification. Continued employment is dependent on availability of funding resources.

RACIAL EQUITY STATEMENT:

Caridad Center Inc., vows to be a reliable partner and a strong advocate in the advancement of racial equity for marginalized individuals in our organization, and in our community at large. We aim to bring awareness of social and institutional racism (in its many different forms), to our organization and our community, for a clear understanding of the mission of our team. We seek to be diverse and inclusive of all races, ethnicities, genders, sexualities, and abilities both within our organization as well as the people we serve. We will foster a health system that addresses racial disparities and allows all individuals to receive equal treatment with positive outcomes.