



Philanthropy Manager

About The Center at Belvedere

The Center is an award-winning nonprofit that creates opportunities for healthy aging through social engagement, physical well-being, civic involvement, creativity, and lifelong learning. The organization has served our community since 1960, and its new home, The Center at Belvedere, is a vibrant community hub.

We are committed to creating an environment that is welcoming, just, equitable, and inclusive, without biases or discrimination based on differences of any kind. We are looking for people to join us in this effort; the only healthy environment is one that reflects and respects the rich diversity of the communities we serve.

About the Job

The Philanthropy Manager position is key to advancing The Center's mission as philanthropic gifts comprise 60% of our annual revenue. Reporting to and working closely with the Philanthropy Director, the Philanthropy Manager is responsible for planning and executing The Center's direct marketing fundraising campaigns, managing our CRM database, and coordinating donor stewardship efforts — all crucial activities that support The Center's overall fundraising success. Other responsibilities include training staff and volunteers to effectively interact with our CRM database, creating and running financial reports, working with vendors, managing budget expenses, conducting research, and helping with fundraising events.

In return, we offer an environment where everyone's opinion matters, where new ideas are welcome, and where everyone appreciates the value of a healthy work-life balance. Opportunities to assume responsibilities across a wide range of fundraising, relationship-building, and management activities are available.

About the Ideal Candidate

You are an energetic, motivated team player who can ably manage multiple projects with competing deadlines to their successful conclusion. You want to strengthen your fundraising skills in a supportive, professional environment and appreciate having a real impact on people's lives. You write well, value connecting with people by sharing stories via print and digital platforms, and you also are a database whiz who thrives on problem-solving in a fast-paced environment that requires both individual and collaborative efforts. You are dedicated to providing excellent customer service, value differences in people, and consider MS Office second nature.

Qualifications

- Minimum two years of fundraising or related experience
- Strong computer skills, particularly database experience; DonorPerfect or other CRM database experience preferred
- Bachelor's degree or equivalent combination of education, training, and experience
- Proficiency in MS Office Suite

Knowledge, Skills, and Abilities

- Strong organizational and time management skills

- Excellent written and verbal communication skills
- Dedication to excellent customer service
- Responsive, action-oriented, and able to work independently and collaboratively

Essential Responsibilities

- Management of The Center’s direct mail and online annual giving fundraising efforts
- Donor relations, including gift acknowledgment
- Database management, gift processing, and reporting
- Database training for team members and volunteers

Salary Range & Benefits

This position is full-time at 40 hours per week, with a generous benefits package that includes health and dental coverage, a matching 403(b) plan, vacation, sick leave, and national holidays. The salary range is \$47K–52K, commensurate with experience.

To Apply

Are you the one we’re looking for? Please email your resume and a cover letter to Philanthropy Director Melanie Benjamin at melanie@thecentercville.org with “Center Philanthropy Manager” as the subject line. In your cover letter, please speak directly about your experience and your interest in working with The Center.