



# CLEARWATER FREE CLINIC

Health care for  
uninsured families

[www.clearwaterfreeclinic.org](http://www.clearwaterfreeclinic.org)

Clearwater, FL

In Person Employment

## DEVELOPMENT SERVICES MANAGER

### ABOUT THE OPPORTUNITY



Clearwater Free Clinic (CFC) is a not-for-profit medical care organization dedicated to providing high-quality medical care for a community of over 4,100 uninsured residents in Pinellas County. CFC removes barriers to care and improves health outcomes to those most in need by providing comprehensive services in medical and behavioral office visits, medications, lab work, x-rays, and specialty referrals. In 2025, CFC supported 925 patients by facilitating over 14,000 healthcare and behavioral health visits and dispensing over 33,000 courses of medication.

CFC is at a transformational moment in its history. The Clinic has raised \$5.5 million towards a \$7 million capital campaign to renovate and operate a comprehensive wellness center. As the organization seeks to strengthen its long-term sustainability, CFC is investing in its development team to deepen donor relationships and build a strong culture of philanthropy.

CFC seeks a detail-oriented, analytical, and systems-driven professional to serve as Development Services Manager (Manager), responsible for overseeing donor data, reporting, and infrastructure that supports all fundraising activities. The Manager will serve as the primary owner of donor data integrity, segmentation, and reporting to ensure that the development team has the tools and insights needed to operate effectively and make informed decisions, enabling CFC's success in annual giving, major gifts, events, and campaign initiatives.

CFC is currently partnering with Carter to clean and strengthen its DonorPerfect database and overall development infrastructure. The Manager will inherit this work and be responsible for maintaining data integrity, implementing best practices, and continuing to build systems that support long-term growth and scalability. The successful candidate will have the technical proficiency and analytical skills needed to maintain a clean and reliable database, build reports and dashboards, and proactively identify trends, opportunities, and gaps within the donor base.

The Manager will work closely with the Vice President of Advancement and Administration, Annual Giving Officer, and Major & Planned Gifts Officer to ensure that data, reporting, and segmentation strategies align with organizational priorities and fundraising goals.

Clearwater Free Clinic has retained Freeman Philanthropic Services, LLC to assist with this crucial recruitment.

## IMPORTANT AND REPORTING RELATIONSHIPS

The Manager will report to the Vice President of Advancement and Administration, Charlie Hart. The successful candidate will collaborate and support CFC's development team, senior leadership, and fundraising consulting firm, Carter. In addition, the successful candidate will provide administrative and operational support to the Vice President of Advancement and Administration and the development team.

## KEY OPPORTUNITIES

- Rapidly gain an in-depth understanding of Clearwater Free Clinic's funding priorities, key programs, and fundraising operations.
- Serve as the primary owner of Clearwater Free Clinic's donor database (DonorPerfect), ensuring data accuracy, consistency, and integrity.
- Maintain and enhance database structure, including coding, segmentation, and data hygiene practices.
- Execute ongoing database cleanup and optimization efforts in coordination with Carter.
- Develop and produce regular reports for development staff, senior leadership, and the Board of Directors, including campaign performance, donor retention, and revenue tracking.
- Build and maintain dashboards and reporting tools to provide visibility into fundraising performance and trends.

- Serve as the primary internal resource for grant-related data, including tracking required metrics, managing data collection, and producing accurate reports to support grant applications and funder reporting.
- Analyze donor behavior and giving patterns to identify opportunities for donor retention, upgrade, and acquisition strategies.
- Develop and maintain donor segmentation models, including LYBUNT/SYBUNT tracking and other key donor groupings.
- Execute timely and accurate gift entry, acknowledgments, and reconciliation processes, ensuring a high level of accuracy and donor stewardship.
- Provide reporting and data support for events, including tracking sponsorships, attendee participation, and post-event analysis.
- Collaborate with the Vice President of Advancement and Administration to support strategic planning, forecasting, and performance measurement.
- Support the Annual Giving Officer by providing segmentation, lists, and data insights to inform campaign strategy and execution.
- Support the Major & Planned Gifts Officer by identifying donor trends, tracking pipeline activity, and assisting with portfolio analysis.
- Train and support development staff on database usage, reporting tools, and data best practices.
- Ensure compliance with Internal Revenue Service regulations, federal and state laws, Donor Bill of Rights, and Association of Fundraising Professionals' guidelines and standards for reporting and gift acceptance.

## IDEAL QUALITIES

- Passion for, and commitment to, Clearwater Free Clinic's mission and vision.
- Strong analytical mindset with the ability to interpret data and translate insights into action.
- High level of attention to detail and commitment to data accuracy.
- Technical proficiency with donor databases (DonorPerfect preferred) and reporting tools (primarily Microsoft Excel or Power Automate, secondary Visual Studio).
- Ability to manage complex data sets and build clear, actionable reports.
- Curiosity and interest in understanding donor behavior and motivations.
- Strong organizational and project management skills.
- Ability to work independently while collaborating effectively with a small team

- High level of initiative and problem-solving ability
- Commitment to continuous improvement and best practices in development operations
- Results-oriented professional with a demonstrated ability to manage a complex database.
- Bachelor's degree required.

## COMPENSATION AND BENEFITS

The compensation and benefits package will be competitive and commensurate with the successful candidate's background and experience.

## DIVERSITY

Clearwater Free Clinic is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, sex, sexual orientation, age, disability, gender identity, marital or veteran status, or any other protected class.

## CONFIDENTIAL INQUIRIES AND HOW TO APPLY

Clearwater Free Clinic has retained [Freeman Philanthropic Services, LLC](#) (FPS) to assist with this executive recruitment. FPS is a national leader in recruitment for the nonprofit sector and related concerns and brings a proven track record of recruiting top talent to diverse institutions.

Please send all confidential inquiries, applications, and nominations directly to FPS via e-mail at [CFC-Manager@glfreeman.com](mailto:CFC-Manager@glfreeman.com).

All applications must include (1) an up-to-date resume/CV, (2) a letter of intent (addressed to FPS) that specifically cites the experiences that best prepare the applicant for this role and why this particular opportunity is the logical and desired next step in his/her career, and (3) a list of references. Additional materials and information will be requested during the search and interview process.

## ABOUT CLEARWATER FREE CLINIC

Since 1977, the Clearwater Free Clinic has provided health care to low-income uninsured residents of upper Pinellas County by means of office visits, medications, lab work, x-rays, and specialty referrals. The Clinic, a volunteer driven non-profit, non-government medical facility, provides primary health care at no cost to those who do not qualify for government assistance and who cannot afford private medical care.

The majority of the patients at the Clinic are hardworking people with limited incomes or low paying jobs. Their income excludes them from receiving government assistance, yet prohibits them from affording private health care or insurance. Without the aid of the Clearwater Free Clinic, these uninsured residents would turn to emergency rooms for non-emergent care, at a great cost to themselves and the hospitals. Many of the uninsured will often ignore significant health problems until a crisis occurs, not wanting to incur debt. This is where the Clearwater Free Clinic is able to help.

To read more about Clearwater Free Clinic's mission, services, and impact, [visit Clearwater Free Clinic's website](#).

## LEADERSHIP

### **Anthony Dgina, Chief Executive Officer**



Healthcare Leader | Servant Leadership Advocate | Transformational Strategist

With over 40 years of experience in the healthcare industry, Anthony Dgina is a passionate healthcare leader known for his commitment to service, excellence, and empowerment. Guided by the principles of servant leadership, Anthony has built a reputation for putting people first, focusing on creating a culture of trust, collaboration, and continuous improvement.

Throughout his career, Anthony has consistently worked to elevate teams, engage stakeholders, and ensure that patients are at the heart of every decision. Whether driving operational improvements, mentoring emerging leaders, or innovating care delivery models, he takes pride in fostering environments where individuals feel valued, supported, and motivated to perform at their best.

As a servant leader, Anthony believes in empowering those around him—from frontline staff to senior leadership—to ensure collective success. By listening actively, providing support, and leading with empathy, he has helped organizations achieve transformational change while maintaining a compassionate, patient-centered approach.

Anthony holds an MHA from Trinity University and a BS Healthcare Administration from Providence College.



**Charlie Hart, Vice President of Advancement and Administration**

Nonprofit Leader | Advancement Strategist | Community Impact Builder

With a background spanning fundraising, marketing, and organizational strategy, Charlie Hart is a nonprofit leader dedicated to expanding access to care for underserved communities. As Vice President of Advancement and Administration at the Clearwater Free Clinic, Charlie leads the organization’s development, communications, and administrative strategy, aligning resources, people, and systems to drive sustainable growth and impact.

Charlie brings a strategic and programmatic approach to advancement, with a focus on building scalable fundraising infrastructure, strengthening donor relationships, and leveraging data to inform decision-making. His work has supported significant growth in patient access, including a recent surge in new patient enrollment, while positioning the organization for long-term financial sustainability through capital campaigns, major gifts, and community partnerships.

Known for his collaborative leadership style, Charlie works closely with clinical, operational, and board leadership to ensure that advancement efforts are fully integrated into the organization’s mission delivery. He is particularly passionate about telling the story of community-funded care and connecting donors directly to the impact of their support.

A multi-generational advocate for the Clearwater Free Clinic, Charlie brings both personal commitment and professional expertise to his role, helping to advance the organization’s mission of delivering compassionate, comprehensive care to uninsured families across Pinellas County.

Charlie holds an MBA from Northwestern University - Kellogg School of Management and a BA in Journalism from University of Missouri – Columbia.