

Carlos Medina

Development Officer

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Summary

Development officer with 5 years in fundraising, managing a portfolio of 120 donors who give \$1,000 to \$25,000 a year to a New Mexico health clinic network. Handles donor cultivation, solicitation and stewardship from first visit to renewal and raised \$1.1M in 2025. Tracks moves in Raiser's Edge and builds reports in Excel.

Experience

02/2023 - Present
Albuquerque, NM

Development Officer

Rio Grande Community Health Foundation
Foundation supporting 11 community health clinics with \$9M in annual giving.

- Manage a portfolio of **120** mid-level donors and raised \$1.1M in 2025, 18% above the annual goal.
- Complete 110 donor visits a year and log every contact report in Raiser's Edge within 2 business days.
- Write tailored solicitation letters and proposals in Word for gifts of \$5,000 to \$25,000 tied to clinic needs.
- Plan clinic tours for 60 donors a year, moving 14 donors up to the \$10,000 leadership giving level.

06/2021 - 01/2023
Albuquerque, NM

Annual Fund Coordinator

Sandia Public Media
Public radio and TV station with 22,000 members.

- Ran 3 on-air pledge drives a year that raised \$1.4M from 22,000 members across radio and TV.
- Segmented mailing lists in Excel for 6 renewal appeals, raising the member renewal rate from 68% to 74%.
- Managed sustainer outreach by email through Outlook and grew the monthly donor base by 900 members.
- Stewarded 300 leadership members with calls, handwritten notes and invitations to station events.

Skills

Fundraising • Donor Cultivation • Solicitation • Stewardship • Portfolio Management • Raiser's Edge • Excel Outlook • Word • Interpersonal Skills

Education

05/2021
Albuquerque, NM

Bachelor of Arts

University of New Mexico
Communication

Certificates

09/2023

Certificate in Fundraising Management

Lilly Family School of Philanthropy, Indiana University