



**JOB TITLE: DEVELOPMENT COORDINATOR**

Reports to: Development Director

Full Time/Exempt

**WORKING FOR CEID:**

CEID is a non-profit organization recognized as a unique best practices site that focuses on communication and family oriented support promoting learning and growth for the whole team. This is a rare opportunity to be a part of a collaborative cross disciplinary team to share progressive professional expertise and knowledge that provides a strong foundation for students, family and staff alike.

CEID's mission is to maximize the communication potential of young children (0-5 years old) who are deaf, hard of hearing, or have severe speech and language delays by providing exemplary early educational services. We strive to create a diverse, inclusive, and educationally rich environment in order to empower our students and their families with the academic and social tools needed to reach their full potential.

**JOB DESCRIPTION:**

In support of CEID's fundraising goals, the Development Coordinator has significant responsibility for overseeing and managing fundraising events, donor records and acknowledgments, marketing and graphic design, corporate solicitation, grant work, and supporting both the Development and Executive Director.

The Development Coordinator performs all data entry and data reporting for the CEID donor database (Salesforce); organizes and produces CEID special events; engages in the development, design, and production of marketing and solicitation materials; maintains CEID's web and social media presence; creates electronic messaging; assists in researching and writing grant requests and reports; assists with donor and foundation research and tracking; participates as a member of the CEID Coordinators' Team; and provides administrative support to the Executive Director and Board of Directors.

**JOB RESPONSIBILITIES:**

- Responsible for managing Donor Data Database in Salesforce and ensuring all information is up to date
- Managing social media and marketing needs for the agency: Website Design, E-Blasts, Facebook, Twitter, and other newsletters and brochures
- Be a liaison with print and design houses for any marketing materials and fundraising signage.
- Assist with community and corporate outreach to expand donor database and partnerships
- Manage Donor/Foundation Hospitality and schedule site visits/tours as needed
- Lead and Plan Special Events:
  - Liaison with Committee Chairs
  - Securing venues, rentals, licensing requirements, registration materials, and signage
  - Establish sponsorship solicitations, pro-bono contributions, and prizes as needed
  - Recruit and manage volunteers
  - Maintaining event expense/income budgets
  - Organization and Oversight of "Day Of" Work
  - All related Data Entry/Gift Acknowledgments
  - Other related activities as needed for CEID open events and hospitality
- Administrative Support:
  - Provides direct administrative assistance to Development Director and Executive Director
  - Collaborates with Program/Operations Coordinator for mail and IT needs
  - CEID Board Member Hospitality, meeting packets and minutes
  - Maintenance of 501(c)3 Files and Records
- Grant Work



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- Grant Tracking and Calendaring
- Research possible grants using professional databases and online search engines
- Foundation and Government grant writing, applications, and reports

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Required

- Expertise in Microsoft Office Suite
- Working knowledge of Salesforce, Vertical Response, WordPress web editing, and Photoshop
- Ability to manage social media applications (Facebook, Twitter)
- Strong organizational skills
- Highly attentive to details
- Excellent written and oral language skills
- Ability to maintain confidentiality of all agency records
- Ability to work some flexible hours (some evenings and some weekends)
- Two to three years nonprofit work experience in a development setting
- Minimum two years college
- California Driver's License and auto insurance required
- Background check required
- TB and immunization clearance required

Desired

- Graphic design and website design background
- Experience working with print projects
- Experience in photography
- Experience in grant and fundraising
- Sign language

**IDEAL CANDIDATE:**

The ideal candidate identifies the nonprofit sector as a career choice and seeks to grow within a nonprofit organization that caters to children. This candidate is well spoken, has good writing skills and has a strong interest in the development and well-being of children, especially those who have special needs. We are seeking an inquisitive individual who is interested in the field of fundraising.

**SALARY AND BENEFITS:**

This is a full time position. Salary is commensurate with experience. Benefits package includes health, dental, vacation and sick time off, and a voluntary 401(k) plan and 125 plan.

**APPLICATION PROCESS:**

Applicants should send a resume and cover letter describing qualifications and interest in the position to CEID via email to [anna@ceid.org](mailto:anna@ceid.org)

The Center for Early Intervention on Deafness (CEID) is a 501(c)3 nonprofit organization and is an equal opportunity employer.