

Development Coordinator

Reports to Development Director

CEID's mission is to maximize communication potential through early education, family support and community audiology services. CEID was recognized as the 2018 Program of the Year by California Speech-Language Hearing Association. We are incredibly proud of this recognition of our agency and the impact of our services. We continue to meet, and exceed expectations in health care, speech and language/occupational therapy, and educational programs! To learn more about the work CEID does, please visit our website at: www.ceid.org.

JOB DESCRIPTION:

In support of CEID's fundraising goals, the Development Coordinator has significant responsibility for overseeing and managing fundraising events, tracking donor records and acknowledgments, marketing and graphic design, corporate solicitation, and supporting both the Development and Executive Director. Additionally, a large portion of this position will consist of grant writing and research and will be one of four main responsibility areas.

Qualified candidates should possess excellent writing and computer skills. The candidate must be highly organized with the ability to implement systems, work effectively under pressure and/or deadlines, use independent judgement and produce quality work. An added benefit would be someone who had Bay Area connections and community involvement with excellent networking skills that can bring more interest to CEID.

JOB RESPONSIBILITIES:

- Grant Work
 - Research possible grants using professional databases and online search engines
 - Identify, develop, and respond to public and private grant opportunities that are applicable to child development, audiology/medical/health work, deaf and hard of hearing education, special education, and more
 - Grant Tracking and Calendaring
 - Serves as a liaison to our funding department
- Lead and Plan Special Events:
 - Securing venues, rentals, licensing requirements, registration materials, and signage
 - Establish sponsorship solicitations, pro-bono contributions, and prizes as needed
 - Maintaining event expense/income budgets
 - Organization and Oversight of "Day Of" Work
 - Liaison with Committee Chairs
 - Other related activities as needed for CEID open events and hospitality
- Database management
 - Overseeing donor data Database in Salesforce and ensuring all information is up to date
 - Maintaining email lists for e-blasts via Constant Contact and Eventbrite
 - All related data entry/gift acknowledgments
- Communication/Marketing
 - Managing social media and marketing needs for the agency: Website Design, E-Blasts, Facebook, Twitter, and other newsletters and brochures
 - Communicate directly with print and design houses for marketing materials and fundraising signage
- Other CEID support as needed
 - Provides direct administrative assistance to Development Director and Executive Director



JOB TITLE: DEVELOPMENT COORDINATOR

Reports to: Development Director

Full Time/Exempt

- CEID Board Member Hospitality, meeting packets and minutes
- Maintenance of 501(c)3 Files and Records

KNOWLEDGE, SKILLS, AND ABILITIES:

Required

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

Desired

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

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, cover letter describing qualifications and interest in the position to CEID, and a sample of your work (proposal writing sample, marketing design, or other related materials) to anna@ceid.org. *Applicants will not be considered if submissions exclude a cover letter or professional sample.*

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