

Director of Development

Exempt Position

Reports to: Executive Director

Accepting applications until position is filled. Anticipated start date: May/June.

CEID seeks a full time Director of Development to lead all aspects of organization's fundraising to meet or exceed our \$2 Million annual budget. We are seeking a leader driven by positive interactions and results; enjoys being creative, resourceful, and collaborative to work toward successful outcomes in a fast paced environment. The right candidate is passionate about fundraising and has the skills to create and implement successful fundraising strategies across all areas of fundraising. As we near our 40th year of operation, we are seeking a Director who will lead robust fundraising strategies for sustaining CEID's future.

The Director of Development is responsible for planning, organizing, and directing all of CEID's fundraising including, the major gifts program, annual fund, planned giving, special events and special campaigns. The Director of Development reports to the Executive Director, is a member of the management team and works closely with members of the Board of Directors to meet agency fundraising goals at this exciting time.

CEID maximizes communication potential for individuals of all ages through education, family support and audiology programs. Our team works closely with educators, service and medical providers, parents and community members to ensure educational growth for young children aged 0-5 who are deaf and hard of hearing, have language delays, or other needs; and with individuals of all ages by providing both adult and pediatric audiology services. CEID engages the *community* through *communication, collaboration, and connections*. We take pride in working together to provide opportunities, futures, and success for those with whom we partner.

RESPONSIBILITIES

- Develop and execute CEID's annual fundraising plan and budget; provide regular reports to Board of Directors and Executive Director on the success of fundraising targets through setting strategies, monitoring goals, and analyzing results
- Responsible for identification, cultivation, solicitation and stewardship of major donors
- Provide analysis and strategy for determining which donors are best aligned for CEID; develop and execute plans for engaging them through individual visits, special appeals/campaigns, events and planned giving
- Research and identify new business and community prospects for board membership and/or connections for the agency
- Oversee donor database (Salesforce), tracking systems and strategic analysis of reports; Supervise staff responsible for data entry and gift processing
- Ensure implementation of donor acknowledgement processes, including appreciation and recognition to ensure a positive donor experience
- Improve communications and outreach programs; assist in preparing written content for the agency's marketing materials, website, and other related collateral
- Supervise Development Coordinator and other fundraising support roles.
- Oversee the implementation of special events and provide guidance to the coordinator responsible for event planning
- Oversee grant program including research, proposal writing, and reporting requirements.

- Maintain current grant funding and identify sources of potential grants from government, private, and corporate foundations
- Expand organization's visibility in the community through networking, public appearances/speaking engagements and cultivating marketing opportunities
- Collaborate with program staff to maximize potential of all fundraising opportunities
- Staff Board Development Committee meetings
- Attend weekly management team meetings and provide agency leadership

QUALIFICATIONS

- 5+ years of experience in Non-profit Fundraising Management
- Bachelor's Degree in related field
- Advanced knowledge of all aspects of fundraising, donor relations and public relations
- Demonstrated ability to meet fundraising goals through major gifts, planned gifts and annual fund programs; Successful leadership of capital and/or comprehensive campaigns preferred
- Excellent attention to detail and ability to plan
- Effective and advanced written and verbal communication skills to establish and maintain good working relationships throughout the organization and with outside constituencies
- Advanced skills to generate and meet goals through effective program/project planning, organization, execution and evaluation
- Excellent leadership and management skills and ability to be an effective member of a team
- Comfort and skill using databases (including analyzing information), research tools and MS Office

APPLICATION PROCESS:

Please submit a resume and a cover letter outlining your interests for working with CEID to anna@ceid.org.

Accepting applications now until position is filled. Interviews will begin in Early April. Start date: May/June.

COMPENSATION:

This is a full time position. Salary is commensurate with experience, range. Generous benefits package includes health, dental, vacation, personal, and sick time off, and access to a voluntary 401(k) and Flexible Spending Account.

Criminal background check, fingerprint imaging, TB (Tuberculosis) clearance, and documentation required post offer.

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