

Development & Communications Associate

40 hours per week; Non-Exempt Position

Reports to: Development Director

Onsite

Accepting applications until the position is filled.

CEID is seeking a knowledgeable, skilled, and dedicated Development & Communications Associate to join our team. The ideal candidate will be responsible for supporting all areas of our fundraising efforts, including research, donor communication, database management and reporting, grant proposal support, event planning, administrative tasks, fundraising campaign coordination, marketing, and cross-departmental collaboration. This position offers a unique opportunity to contribute to the growth and sustainability of an organization that is making a meaningful impact.

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.

Areas of Responsibility

- Support implementation of all development and communications campaigns—current activities include two major fundraising programs and two annual events
- Coordinate relationships with and support the work of development volunteers
- Monitor news and updates on relevant topics, including key partners (donors, program partners, policy makers), and program/issue-related developments (new research findings, funding RFPs, policy developments)
- Support and coordinate internal and external communications efforts across the organization, incorporating information from education staff and the leadership team
- Implement donor communications plans, including mailings, stewardship emails (gift acknowledgments, scheduling and managing meetings)
- Support management of gift giving data, including data entry, report production and reconciliation

- Support the Development Director and CEO in organizing and tracking meetings with key stakeholders, including board development committee, events committees, and donors
- Coordinate with the leadership team to track internal and external communications efforts for the Agency, including producing and disseminating newsletters, social media postings, and additional communications projects, as assigned
- Support the implementation of development projects such as fundraising campaigns, events, and donor cultivation activities by diligently coordinating day-to-day activities

REQUIRED QUALIFICATIONS

- **Relationship-building skills:** able to connect with individuals and works well with diverse stakeholders; strong interpersonal communication skills
- **Results-orientation:** a track record of follow through and meeting deliverables and deadlines; able to problem-solve
- **Project coordination skills:** staying on top of multiple projects, plans backwards, anticipates obstacles, identifies and involves stakeholders appropriately; finds joy and excitement in working with data, synthesizing information
- **Experience working with databases:** familiarity with documentation of data (using Salesforce, Raiser's Edge or similar) for tracking donor information and communications; delivering reports and tracking goals
- **Commitment** to equity and the mission of the organization

DESIRED QUALIFICATIONS

- Issue familiarity: prior knowledge of or experience in nonprofit organizations, Early Childhood Development, Audiology, Health and Social Work/Welfare,
- Track record of fundraising experience: campaigns, event planning, crowdfunding, and peer-to-peer fundraising
- Experience with storytelling, content creation, campaign/grant writing, editing, and design
- Experience with event support: planning, coordination and promotion of major events
- Experience with Salesforce, Canva, Microsoft Office, Levitate or similar programs

APPLICATION PROCESS:

Please submit a resume to anna@ceid.org.

COMPENSATION:



This is a full-time position. Salary is commensurate with experience, \$28-32 per hour. Generous benefits package includes health, dental, paid vacation, sick and personal time, and access to a 401(k) and Flexible Spending Account plan.

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