

ATLANTA

DEVELOPMENT ASSOCIATE

Work Type

Part-Time

Overview

The Auditory Verbal Center is seeking an experienced individual to be the Development Associate as a part-time position.

The Development Associate will be responsible for managing the grants process for Auditory Verbal Center, including research, cultivation, writing, submission, internal filing and documentation, communication, and tracking. They will also support the Marketing Department in leading the silent auction and raffles for our annual events such as the Gala and Golf Tournament.

This position has the option of working in our office or remotely.

Email resume to Debbie Brillling, Executive Director/CEO, at dbrilling@avchears.org.

Key Responsibilities

Below is a summary of tasks for the Development Associate position and at times, you will help with other such duties that may be needed by the Marketing Coordinator and Executive Director.

Fundraising, Special Events, and Donor Development

- Seek and recruit sponsorships for our special events including the Gift of Sound & Voice Gala, Golf Tournament, Atlanta Social, Macon Social, etc.
- Acquire donations of the following for our special events:
 - Silent Auction Items (gift certificates, attraction tickets, hotel getaways, etc.)
 - Live Auction Items (travel and experience packages, etc.)
 - Raffle Items (golf related items, etc.)
 - Gift In-kind (bottled water and snacks for socials, etc.)
- Develop and cultivate relationships with donors and sponsors

Grants Research, Writing, and Management

- Conduct internal and external research to identify funding opportunities with foundations, governmental agencies, corporate, and community-based funding organizations

- Write grant proposals, letters of interest/inquiry, concept papers, and related materials for proposal submissions that align with the Auditory Verbal Center's mission
- Prepare and submit applications and reports per funder requirements and deadlines
- Monitor application and reporting timelines and communicate them to ensure we are meeting funder deadlines and requirements
- Track pre-award, awarded, and closed grants; input all actions, opportunities, etc.
- Collaborate with colleagues to collect data, photos, and anecdotes for use in grant reports

Skills & Qualifications

- 2+ years in grants management and/or grant writing
- Strong communication skills, particularly writing
- Confidence in working independently and taking the initiative to produce quality and efficient work
- Excellent organizational skills, ability to handle multiple demands, and maintain deadlines
- Ability and passion for building relationships
- Confidence in asking for donations from various vendors and sponsors
- Skilled in Microsoft office programs such as excel, WORD, and Outlook

About Us

The Auditory-Verbal Center has spent *over 47 years* providing quality Auditory-Verbal Therapy and hearing healthcare services to children and adults who are deaf or hard of hearing. All of our Auditory-Verbal Therapists are ASHA-Certified Speech-Language Pathologists who specialize exclusively in teaching children with hearing loss to listen and speak. They are trained to develop the listening pathways in a child's brain, laying the foundation for a lifetime of listening and speaking without the need for sign language or lip reading. Our specialists offer family-centered speech therapy services, consultations, and referrals through the Auditory-Verbal Program. We also provide intervention directly in Spanish with a bilingual therapist!

We have two locations, one in Atlanta, GA and a satellite location in Macon, GA, with weekly clinical meetings with all therapists. We also offer teletherapy throughout the state.