



Development Officer, Individual Giving & Database

The Development Officer, Individual Giving and Database, is responsible for refining and executing a comprehensive plan to retain current donors, identify and solicit new donors and manage year-round individual donor stewardship resulting in increased funds raised through individual giving channels. The expectation is for 75% of work to be focused on individual fundraising and 25% focused on managing SEEDS' donor database (Blackbaud, Raiser's Edge). Professionalism, follow-through, and passion for relationship-building are key to this critical position. This role reports to the Director of Development and works closely with the other members of the development department to achieve SEEDS' annual fundraising goals.

About SEEDS – Access Changes Everything.

Founded in 1992, SEEDS is a privately funded, statewide, nonprofit organization. We change the lives of motivated, high-achieving students from low-income families by transforming their educational opportunities. With 160 students per year and more than 3,000 graduates, every member of SEEDS' 25-person staff understands how their work contributes to students' success every day.

Responsibilities

Individual Giving:

- Execute individual donor cultivation, solicitation, and stewardship efforts with a focus on multi-channel appeals and direct follow-ups (phone, email, etc.) resulting in significant increase in revenue with a focus on new, renewed, and recovered donors
- Coordinate with Communications and Marketing Manager to produce and distribute key fundraising and programmatic messaging
- Identify, research and lead outreach for new individual and major gift prospects.
- Create and manage a systematic approach for recognizing and stewarding donors.

Database Management:

- Database Management with focus on gift entry, reporting, gift acknowledgments and payment reminders.
- Coordinate overall data management in partnership with other internal data managers.
- Support donor database users as necessary in their utilization of Raiser's Edge.
- Other organization-wide duties and responsibilities, as needed.

Position Qualifications:

- BA/BS and a minimum of 3 years of professional fundraising experience, or equivalent.
- Understanding of fundraising databases (Blackbaud, Raiser's Edge preferred)
- Demonstrated excellence in written and oral communication and interpersonal skills.
- A problem-solving, can-do attitude with top notch planning and prioritizing skills.
- Ability to work under pressure, balance multiple projects simultaneously and meet performance and fundraising goals.
- Some weekend and evening work; some visits to our educational program sites.
- Requires use of a personal vehicle for business purposes.
- The position requires use of a personal cell phone.

Salary Information:

The salary for this role has a range that starts around \$58k.

To Apply:

Send resume and cover letter in an email with the subject line "Development Officer, Individual Giving and Database Management" to jevans@seedsaccess.org

SEEDS aims to select, place and train the best qualified individuals based upon relevant factors such as work quality, attitude and experience, so as to provide equal employment opportunity for all our employees in compliance with applicable local, state, and federal laws and without regard to non-work related factors such as race, color, religion/creed, gender, national origin, age, disability, marital status, sexual orientation, veteran status, or any other protected class. We encourage and support diversity and tolerance in our workplace.