



Development Officer, Corporate and Foundation Relations

Job Description

Updated: August 2023

The Development Officer, Corporate and Foundation Relations is responsible for designing and executing a comprehensive plan to identify, cultivate, solicit, and steward corporate and foundation donors and aims to build key partnerships to support strategic priorities. With equal parts externally facing and internally partnering, the Development Officer will have one eye on the organizational fundraising goals and the other on identifying and completing new opportunities. This role will focus on building relationships with corporate representatives and foundations that are able to support the needs for SEEDS programming and operations.

Along with a commitment to the SEEDS mission, the ideal candidate will have significant project manager experience, strong writing skills and a passion for building and maintaining relationships with key stakeholders. This hybrid role reports to the Vice President, Development, but works closely with other members of the development department to achieve the annual fundraising goals of SEEDS – Access Changes Everything.

About SEEDS

SEEDS – Access Changes Everything (founded in 1992 as NJ SEEDS) is a privately funded, nonprofit organization. We change the lives of motivated, high-achieving students from low-income families by transforming their educational opportunities, and ensuring that our scholars have the knowledge, skills, access and support to thrive at the Nation's finest schools and colleges. We serve over 300 scholars each year and have graduated more than 3,200 scholars to date. Every member of SEEDS' 25-person main office staff and 75-person site staff understands how their work contributes to students' educational outcomes and overall success.

Responsibilities

- Increase total revenue in corporate and foundation channels.
- Build upon and manage a portfolio of 80-100 foundations and corporations, consisting of existing donors, lapsed donors and prospective new supporters and partners.
- Contribute to strategic planning for partnership development, including creating and implementing an accountability/work plan based on fundraising goals.
- Serve as primary grant writer, managing all aspects of foundations writing for grants, letters or inquiry, and follow up reporting. This includes obtaining and organizing data necessary for proposal writing and reporting.
- Identify, research and lead outreach for new strategic partnerships with corporate offices such as Talent Acquisition/HR, Diversity and Inclusion to secure internships for SEEDS' scholars and alumni.
- Lead planning and strategy for donor visits and other targeted contact with donors and prospects. Handle all logistics related to meetings and opportunities, including scheduling, site visits, and social media opportunities with donors, SEEDS Scholars and leadership.
- Advise on engagement strategy and take initiative to coordinate preliminary and follow-up communications.
- Track all necessary donor data, including contact reports, actions, proposals, and deadlines in Raiser's Edge database.
- Design a creative and systematic approach for recognizing and stewarding donors and partners.
- Collaborate with other departments (i.e., college placement, guidance, marketing, etc.) to fulfill corporate partnership deliverables.

- Spearhead efforts to solicit corporate sponsorships for events, which include SEEDS' annual Golf Outing (fall) and Benefit (spring).

All SEEDS staff collaborate with and support other teams. Like everyone at SEEDS, this role will perform other organization-wide duties and responsibilities, as needed.

Position Qualifications

- Bachelor's degree required.
- 3+ years' experience with fundraising, corporate relations, foundation relations, or equivalent/similar combination
- Demonstrated excellence in written and oral communication.
- Exceptional interpersonal skills and relationship building.
- A problem-solving, can-do attitude with top notch planning and prioritizing skills, with a keen eye for details.
- Ability to balance multiple deadlines simultaneously and meet performance and team fundraising goals.

Important Considerations

This position requires:

- Occasional work on weekends and evenings
- A valid driver's license and use of personal vehicle (partially reimbursed)
- Use of a personal cell phone (partially reimbursed)

Salary Information

- The salary for this role has a range that starts around \$62k.
- Medical, Dental and Vision benefits/Health and Dependent Flexible Spending Accounts
- 401k retirement Plan with an employer-matching component

To Apply

Send resume and writing sample in an email with the subject line "Development Officer, Corporate and Foundation Relations" to Jennifer Evans - jevans@seedsaccess.org. Writing sample might include a proposal you have submitted, supplementary materials you have prepared, slide deck, etc. **Please redact any sensitive information.**

We encourage and support diversity and inclusion in our workplace. SEEDS – Access Changes Everything 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.