



Development Officer, Special Events (Part Time)

Updated: September 2023

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. We provide educational access and preparation to over 150 students each year and have graduated more than 3,200 scholars. Every member of SEEDS’ 25-person main office staff and 75-person site staff understands how their work contributes to students’ success every day.

ABOUT THE ROLE

The Development Officer, Special Events manages all SEEDS fundraising and “friendraising” events and focuses on building and maintaining strong relationships with donors and prospective donors. Reporting to the Vice President, Development, s/he develops and implements a comprehensive events calendar to achieve the annual fundraising goals of SEEDS. Additionally, the Officer manages donor cultivation activities and volunteer groups. S/he also assists program staff in creating and executing events that serve as opportunities to engage volunteers and prospective donors.

PRIMARY RESPONSIBILITIES

Production and management of at least two annual signature fundraising events: Leading Change Benefit (Spring) and Golf Outing (Summer)

- Oversee all event logistics including, but not limited to, vendor identification and management, budget management, timeline creation and management, and staffing coordination
- Partner with development team to maintain communication with appropriate constituencies (trustees, event honorees, event chairs, committees, alumni, etc.) to plan the events, build attendance and convert event attendees into annual fund donors
- Work with Vice President, Development and Manager, Communications, Branding and Marketing regarding solicitation and acknowledgment letters, invitation, ad journal

(where appropriate), awards, signage, guest speakers, program, photos/videos, and social media

- Coordinate mailing and e-mailing schedules for save the dates, invitations, invitation, and event follow-up
- Maintain and develop relationships with donors of financial and in-kind gifts
- Coordinate silent/live auctions and raffles at events, which includes securing in-kind gifts/donations for auctions
- Work with Development Officer, Database Management to ensure accurate records
- Monitor invoicing, acknowledgement, and follow-up for all gifts
- Reconcile events in a timely and accurate manner
- Conduct post-event analyses and necessary reporting to leadership, board, and colleagues

Other Events

Program Events

- Provide support for events hosted by other departments along with appropriate SEEDS staff. These include (but are not limited to) graduations, school fairs, SEEDS conferences and receptions
- Solicit, select, coordinate, and manage volunteers for Interviews (mock, early decision, finalist), Arts Trip, and ad hoc opportunities

Cultivation and Stewardship Events

- Plan all event logistics for small private gatherings both in person and online including invitations, menu, run of show, and participation
- Coordinate and attend site visits for trustees, donors, and prospective donors

Open Houses

- Plan logistics, including date and time, menu, guest list, and theme in conjunction with host
- Work with Manager, Communications, Branding & Marketing to coordinate invitation design, printing, and electronic and social media distribution
- Coordinate programming of event, including alumni and parent participation
- Maintain relationship with host before, during, and after the event

NECESSARY WORK EXPERIENCE/LEVEL OF EDUCATION

- A bachelor's degree from an accredited college or university
- At least 2-3 years relevant experience in non-profit development events

TECHNICAL SKILLS

- A functional understanding of the applications of Microsoft Office and Raiser's Edge. Familiarity with FileMaker Pro, InDesign, and social media a plus

OTHER COMPETENCIES

- Excellent interpersonal skills
- Strength in working with committees and volunteers
- Excellent organizational skills, attention to detail, and strong prioritization ability
- Efficient project management and reporting acumen
- The ability to work independently
- Excellent oral and written communication skills
- A strong belief in the value of educational access
- Ability to function as a member of a diverse team
- A valid driver's license

The Development Officer for Special Events is one of the most highly visible representatives of SEEDS and s/he must have the ability to represent SEEDS in a professional and positive manner. This individual's ability to effectively work with colleagues, donors, and the business community are critical to the success of SEEDS' development department and, therefore, directly impacts the ability of SEEDS to achieve its mission.

WORKING CONDITIONS

- This is a hybrid position, with a minimum of three working days in the office
- The position requires some work on nights and weekends
- The position requires the use of a personal cell phone (reimbursed)
- The position requires the use of a personal vehicle (reimbursed)
- The position requires frequent travel throughout the State of New Jersey
- The position requires attendance at weekly staff meetings, department meetings and all other relevant and job-specific meetings

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so assigned. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

TO APPLY

Send resume and a sample workplan, run of show, or similar to Jennifer Evans at jevans@seedsaccess.org with the position title in the subject line. 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.