



POSITION DESCRIPTION

POSITION:	Senior Director of Development
DEPARTMENT:	Development
EMPLOYMENT:	Regular, Full-Time, Exempt
SUPERVISOR:	Chief of Staff

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 3,200 graduates, every member of SEEDS' 25-person staff understands how their work contributes to students' success every day.

About the role

SEEDS seeks an experienced, highly motivated Senior Director of Development to provide strategic leadership to the overall needs of the Development Team, to increase and maintain a community of donors and prospects, including alumni and parents, and support front-line fundraising operations.

The Senior Director works closely with the President + CEO, Chief of Staff, and Board of Trustees in all SEEDS' endeavors, serving as team leader and thought partner.

The Senior Director of Development is the leading front-line fundraiser and highly visible representative of SEEDS and must have an exceptional ability to represent the organization to Trustees, prospects, donors, education professionals, alumni, parents, students, and staff in a manner that is both professional and compelling. The Senior Director serves on the SEEDS Leadership Team and supervises a dedicated Development Team, which currently consists of five individuals, and will support SEEDS by partnering with the Programs and Guidance, Finance and Administration, and Admissions and Placement teams, as needed.

A successful candidate for this position is a dynamic individual with a proven attention to detail and follow-through with a sincere commitment to educational access. This person must foster inter-departmental relationships and be able to effectively work with colleagues, major donors, alumni, and the surrounding community to help SEEDS achieve its mission.

Responsibilities

- Strategize, implement, and manage all fundraising efforts for SEEDS, including direct mail, proposal development, and full donor lifecycle.

- Maintain a mid-size portfolio: identify, research, qualify, brief, and solicit individuals, foundations, and corporations – both returning donors and new prospects
- Oversee comprehensive donor recognition and stewardship plan, including event invitations, personalized outreach, timely reporting, acknowledgement, and correspondence
- Find creative ways for donors to engage with gift planning and various planned giving vehicles
- Partner with fundraising counsel to carry out activities related to SEEDS' campaign, including events, stewardship, reporting, and policies
- Support the planning and execution of fundraising and donor cultivation events including the *Leading Change* Benefit, Allen Meisels Golf Classic, small private gatherings, site visits, etc.
- Manages SEEDS' volunteer programs
- Collaborate with the development-related content (i.e., donor listings, donor-related thematic elements) of the SEEDS Annual Report, along with PR and marketing materials that are specific to development and fundraising.
- Manage efficient and effective usage of Raiser's Edge and maintain contracts and connections with research and project management software (i.e., iWave, Monday.com)
- Provide a wide array of detailed analytical reports in support of development related activities. Coordinate and fulfill all departmental data requests, including routine fundraising progress reports, donor analysis, direct mail lists, volunteer assignments, and financial reporting
- Develop the department's annual budget with guidance from the VP of Finance; develop annual goals in partnership with the President + CEO
- Manage and partner with President + CEO to support his fundraising activities including drafting language and staffing briefing and solicitation meetings where appropriate
- Serve as staff liaison to the Development Committee of the Board of Trustees. Represent Development to the Finance and Administration Committee and serve on other committees as needed.
- Assume other duties as assigned by the President + CEO

Requirements

In addition to embracing the mission of SEEDS: a strong belief in the value of access to an excellent education, this position requires the following:

- Minimum of a bachelor's degree. Advanced degree in nonprofit management, business, or related field and CFRE a plus.
- 5-7 years of experience in development with proven ability to raise six and seven figure gifts from individual donors, corporations, and foundations
- Continued growth and knowledge of best practices in philanthropy and current IRS fundraising guidelines
- Experience effectively managing staff with exceptional analytic and problem-solving abilities and a strong attention to detail
- Experience working effectively with a nonprofit Board of Trustees, volunteers, and committees
- Deep understanding of Microsoft Office Suite and Raiser's Edge

- Have knowledge and experience in fundraising techniques, particularly major gift cultivation and solicitation; interest in New Jersey philanthropy a plus
- Have the desire to get out of the office and build external relationships
- Be organized and exhibit “follow through” on tasks and goals, with confident ability to work independently
- Display a positive attitude, show empathy to people and community, demonstrate presence, self-confidence, honesty, and good listening ability as the leader of a diverse team
- The ability to articulate the SEEDS’ mission in a compelling way

WORKING CONDITIONS

This position requires:

- Occasional work on nights and weekends (volunteer opportunities, events, site visits, etc.)
- The use of a personal cell phone (reimbursed)
- Driver’s license and use of a personal vehicle (reimbursed)
- Travel (reimbursed), mostly in the north New Jersey/metro New York area, with some travel outside the area

TO APPLY: Send cover letter and resume in an email with the subject line “Senior Director of Development” to Maralyn Baez - mbaez@seedsaccess.org