



## POSITION DESCRIPTION

<b>POSITION TITLE</b>	Development Officer, Special Events
<b>DEPARTMENT</b>	Development
<b>EMPLOYMENT STATUS</b>	Full Time Exempt
<b>SUPERVISOR'S NAME</b>	Marcel Vaughn-Handy
<b>SUPERVISOR'S TITLE</b>	Senior Director, Development

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## POSITION OBJECTIVES

SEEDS – Access Changes Everything is a privately funded, statewide, nonprofit organization. We identify motivated, high-achieving students from low-income families, provide them with the education and skills they need to succeed and place them at independent schools, colleges and universities across the country.

The Development Officer for Special Events manages all SEEDS' fundraising and friend-raising events and focuses on building and maintaining strong relationships with donors and prospective donors. Reporting to the Sr. Director, Development, the Development Officer 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 and assists program staff in creating and executing events that serve as opportunities to engage alumni, volunteers and prospective donors.

## PRIMARY RESPONSIBILITIES INCLUDE:

### ***Production and management of at least 2 annual signature fundraising events: Leading Change Benefit and Golf Outing***

- Maintain communication with appropriate constituencies (Trustees, event honorees, event chairs, committees, alumni, etc.) to plan the events and build attendance
- Work with Development and Communications teams regarding solicitation and acknowledgment letters, invitation, ad journal, awards, signage, guest speakers, program, photos/videos, and social media
- Coordinate mailing schedules for save the dates, invitations, invitation and event follow-up
- Identify, communicate with, and manage suppliers and vendors for events
- Maintain and develop relationships with donors of financial and in-kind gifts
- Coordinate silent, live auctions and raffles at events
- Work with Development Officer, Individual Donors and Database to ensure accurate records
- Manage event expenses to stay within budget
- Monitor invoicing, acknowledgements, and follow-up for all gifts
- Reconcile events in a timely and accurate manner
- Conduct post-event analyses, including a timely and detailed P&L for each event

## ***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, Young Scholars Luncheon, Parents Luncheon, Senior Dinner, Independent School Fair, College Fair, College Tours, Reunions, Conference 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 leadership giving reception including location, invitations, menu, programming of event, and alumni and parent participation
- Coordinate and attend site visits for Trustees, donors and prospective donors

### Open Houses

- Plan logistics, including date and time, menu, guest list, theme in conjunction with host
- Work with Communications Manager 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

## **PREFERRED WORK EXPERIENCE/LEVEL OF EDUCATION**

- A bachelor's degree from an accredited college or university
- A minimum 3-years relevant experience in event planning; experience in non-profit events a plus

## **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, and the ability to pay close attention to details
- Project management and budgeting skills
- Ability to work independently
- Excellent oral and written communication skills
- A strong belief in the value of an excellent education
- 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 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**

- Work in person the Newark office for a minimum of three days a week, inclusive of Monday and Wednesday
- The position requires attendance at weekly staff meetings, department meetings and all other relevant and job-specific meetings
- The position requires some work on nights and weekends
- The position requires frequent travel throughout the State of New Jersey
- The position requires a valid driver's license and use of a personal vehicle for business purposes (reimbursed)
- The position requires use of a personal cell phone (reimbursed)

#### **COMPENSATION**

- The salary for this position starts at \$65,000
- Medical, Dental and Vision benefits/Health and Dependent Flexible Spending Accounts
- 401k retirement Plan with an employer-matching component

#### **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 cover letter to [Maralyn Baez](mailto:mbaez@seedsaccess.org) at [mbaez@seedsaccess.org](mailto:mbaez@seedsaccess.org). Please include "Development Officer, Special Events" in subject line of email.