



## **Vice President, Admissions and Placement**

### **Job Description**

#### **Full-time, Exempt**

#### **Reporting to: Chief of Staff**

Updated: July 2025

The **Vice President, Admissions and Placement**, leads and supports two critically important groups at SEEDS: the Admissions Team, responsible for bringing in the highest qualified, eligible students to each SEEDS program; and the Placement Team, who ensure each student has a successful placement into competitive independent day and boarding schools and top colleges and universities.

In addition to this significant work that directly influences admissions and placement, to achieve these goals, this VP will maintain existing, and grow new, institutional and organizational relationships and encourage collaboration with people and entities who can best ensure the success of SEEDS mission.

The work of the Admissions and Placement teams represent two significant measurement points in the SEEDS trajectory, as such, the person in this role should have an understanding of, and facility with, data and analytics as a means to approach this role and measure success.

This Vice President, Admissions and Placement is a member of the Executive Leadership Team and the recruitment team, regularly attends board meetings, and serves on other internal, partner, professional, and board level committees when appropriate.

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### **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 households with limited means by transforming their educational opportunities.

SEEDS' programs include advanced academic classes, cultural enrichment opportunities, and leadership training to prepare students for placement at exceptional educational institutions where they can realize their full potential. We encourage our alumni to be leaders who give back

to the community. With more than 200 students per year and more than 3,400 graduates, every member of SEEDS' 25-person main office staff and 75-person site staff understands how their work contributes to students' success every day.

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### **Responsibilities Include**

- Collaborate on and approve the annual strategy to ensure that the most qualified applicants and the best placements for SEEDS three programs are met.
- Management of a strong, self-motivated team of professionals with whom you develop clearly defined goals and measures of success.
- In cooperation with the VP of Finance and Administration, develop and manage the departmental budget.
- Lead and engage in department, cross-department, and all staff meetings.
- Educate the department, staff, and board on issues and topics of importance in admissions and placement to the leadership team and broader staff.
- Develop and maintain relationships with relevant local, regional, and national organizations, and identify opportunities to represent SEEDS in the education access community.
- Ensure all admissions and placement events are purposeful, well-executed and within budget.
- Specific to the work in Admissions:
  - Coach and support the Admissions Director in every facet of the recruitment and admissions process.
  - Manage and support the Admissions Director in leading the recruitment team, which includes non-department members.
  - Oversee and encourage relationships with recruitment schools, community leaders and relevant stakeholders.
- Specific to the work in Placement:
  - Manage and support placement in all three programs, including ensuring the placement curriculum used in programs is up to date and relevant.
  - Oversee and encourage the development and maintenance of relationships with independent schools and colleges that can be helpful for placement and the greater mission of SEEDS.
  - Manage, lead, and support the team's success in applications to school and in the financial aid process.

### ***Important Considerations***

- This position requires:
  - Work in the office for a minimum of three days a week, inclusive of Monday and Wednesday (subject to change)
  - Work on weekends and evenings throughout the year

- Occasional travel (reimbursed) - overnight ~10% of the year; local ~15% of the year
- Summer travel to partner sites required
- A valid driver's license and use of a personal vehicle for business purposes (reimbursed)
- Use of a personal cell phone (reimbursed)

#### **Qualifications:**

- BA (required), Masters or higher (a plus)
- A minimum of five years of experience in a leadership role in Admissions or Placement or a related senior management role in education
- Experience in non-profit organizations, particularly working with youth in program management or an education setting, is a plus
- Must have knowledge of the college and/or independent school process
- Must bring experience effectively managing a team, and developing and working in organizational systems
- Must have a functional understanding of budgets and the budgeting process
- A fundamental understanding of data and databases is important
- Must embrace the mission of SEEDS and express a strong belief in, and understand the value of, a top-notch education
- Must possess excellent oral and written communication skills and the ability to compellingly articulate the SEEDS' mission to individuals and groups
- Must have a functional understanding of the Microsoft Office Suite of programs and of databases; specific experience with FileMaker Pro is helpful

#### **COMPENSATION**

- The salary for this position starts at \$120,000
- Medical, Dental and Vision benefits/Health and Dependent Flexible Spending Accounts
- 401k retirement Plan with an employer-matching component

#### **To Apply**

Send resume and cover letter in an email with the subject line "Vice President, Admissions and Placement" to: [jobs@seedsaccess.org](mailto:jobs@seedsaccess.org)

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.