



## **Vice President, Development**

### **Job Description**

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

#### **Reporting to: Chief of Staff and President + CEO**

Updated: August 2025

The **Vice President, Development** provides strategic leadership to the overall needs of the Development Team with the goal of maintaining and increasing SEEDS' donors and prospects by leading and supporting fundraising and fundraising operations to ensure the long-term success and sustainability of SEEDS.

The Vice President, 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 Vice President, Development serves on the SEEDS Leadership Team and supervises a dedicated Development Team and will support SEEDS by partnering with the Programs and Guidance, Finance and Administration, and Admissions and Placement teams, as needed. The Vice President, Development works closely with the President + CEO, Chief of Staff, and Board of Trustees in all SEEDS' endeavors.

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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:**

- 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 and ensure the successful planning and execution of fundraising and donor cultivation events including the *Leading Change* Benefit, Allen Meisels Golf Classic and The Short Game, small private gatherings, site visits, etc.
- Manage SEEDS' volunteer programs
- Collaborate on 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

### **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 some weekends and evenings including occasional visits to Saturday sites and at least one visit to each SEEDS summer site (both in and out of state) are mandatory
  - Occasional overnight travel (reimbursed)

- A valid driver's license and use of a personal vehicle for business purposes (reimbursed)
- Use of a personal cell phone (reimbursed)

### **Qualifications**

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:

- BA (required), Masters in related field (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
- Have knowledge and experience in fundraising techniques, particularly major gift cultivation and solicitation; interest in New Jersey philanthropy a plus
- Continued growth and knowledge of best practices in philanthropy and current IRS fundraising guidelines
- Must bring experience effectively managing staff and organizational systems, and have a demonstrated ability to oversee, understand, and effectively manage and communicate in complex situations
- Experience working effectively with a nonprofit Board of Trustees, volunteers, and committees
- Deep understanding of Microsoft Office Suite and Raiser's Edge
- 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, demonstrate presence, self-confidence, honesty, and good listening ability as the leader of a diverse team
- Must possess excellent oral and written communication skills and the ability to compellingly articulate the SEEDS' mission to individuals and groups

### **COMPENSATION**

- The salary for this position starts at \$170,000
- 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, Development" 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.