SEEDS
Access Changes
Everything™

POSITION TITLE	Development Officer, Donor Database and Operations
DEPARTMENT	Development
CLASSIFICATION	Non-Exempt
EMPLOYMENT STATUS	Full Time
REPORTS TO	VP, Development
SALARY	$65,000

ABOUT SEEDS

SEEDS – Access Changes Everything changes the lives of motivated, high-achieving students from low-income families by transforming their educational opportunities. We ensure that our students have the knowledge, skills, access, and support to thrive at the nation's finest schools and colleges and beyond.

Over our 30+ year history, our proven model has transformed the lives of more than 3,500 students, who are now alums, helping to create brighter futures for their families, communities, and society. Each of SEEDS' unique programs combines rigorous academic programming (on Saturdays during the academic year as well as summer 3-week intensives), dedicated mentorship and school search guidance, application assistance and financial aid education and support, and a comprehensive portfolio of workshops, seminars, and activities to support students' social emotional development.

Based in Newark, NJ, with site locations across the tri-state area, the SEEDS team of 25 professionals serves hundreds of students each year through our middle school, high school, and college programs. As we enter an exciting phase of growth, we are seeking passionate, mission-driven educators and professionals to join our collaborative team—people who are committed to equity, energized by challenge, and eager to make a lasting impact on the lives of young people.

POSITION OBJECTIVES

SEEDS is currently seeking a Development Officer, Donor Database and Operations to support fundraising activity by leading the optimization and execution of operations systems, database management and reporting, data analysis, and prospect research. In partnership with the VP, Development, this role is responsible for managing and enhancing the Development team's use of Raiser's Edge NXT, ensuring high-quality data and reporting, overseeing gift processing, streamlining operational workflows, and partnering with colleagues to strengthen revenue growth strategies.

The position also plays a key role in general systems and back-end support for fundraising activity, including managing data and key performance indicators (KPIs), developing calendars to ensure alignment and accountability across the team, and providing training and support to development staff. The ideal candidate will be a skilled, detail-oriented database manager and operations generalist with a

strong background in fundraising and will be an integral member of SEEDS' Development team with influence on overall fundraising strategy and room for growth in the future.

This position will work closely with SEEDS' VP of Finance on reporting and financial integration, and with SEEDS' Manager of Communications on development communications.

PRIMARY RESPONSIBILITIES

Raiser's Edge NXT Administration & Database Management
- Serve as Raiser's Edge NXT administrator, managing all aspects of the donor database, customizations, and integrations
- Execute and maintain all areas of donor record keeping, including gift processing, acknowledgments, pledge agreements, contact information and biographical data
- Ensure data integrity and consistency across the database; conduct regular data audits and cleanup to maintain accurate donor records
- Generate reports and mailing lists for development team
- In partnership with the VP, Development, create and maintain dashboard reports for tracking KPIs and fundraising progress
- Provide training and ongoing support to development staff on database best practices, functionality, and reporting capabilities
- Manage technical support relationships as needed

Prospect Research & Data Analysis
- Conduct research on potential donors and analyze existing donor data to identify prospects ready for cultivation or portfolio assignment
- In partnership with the VP, Development, analyze individual giving trends across donor segments, giving levels, and campaign periods to identify patterns and opportunities for growth
- Translate complex data into compelling narratives and strategic recommendations that inform fundraising priorities and resource allocation
- Create donor profiles and prospect lists to support development officers in cultivation and solicitation efforts
- Make strategic recommendations to the VP of Development and development officers based on data analysis and research findings
- Maintain prospect research resources and tools; stay current on wealth screening and research methodologies

Development Operations & Financial Reporting
- Prepare weekly and monthly reports on revenues, receivables, and progress toward fundraising goals
- Reconcile gift revenue monthly, quarterly, and annually with the VP of Finance to support the development of accurate financial records and a smooth annual audit process
- Own gift processing workflow, ensuring timely and accurate entry of all contributions and maintaining gift documentation
- Generate gift acknowledgements and coordinate donor correspondence (content drafted by development team members)
- Manage all donation platform technologies and integrations, including online giving platforms, event registration systems, and payment processors
- Coordinate with vendors including printers and mailhouses to deliver strategic appeals materials

- Monitor and coordinate responses to the development department email account

Development Team Support & Events
- Contribute to the smooth execution of SEEDS' major fundraising events (Leading Change Benefit, Allen Meisels Memorial Golf Classic, The Short Game) by maintaining donor and sponsor information, managing guest lists, and providing operational support
- Facilitate on-site payment processing and gift entry at fundraising events, troubleshooting technical issues with donation platforms, credit card processing, and donor database access in real-time
- Support and attend additional donor cultivation and stewardship events as needed, typically 4-6 events annually, with roles including tech management, guest check-in, or event setup
- Collaborate with the Manager of Communications on development communications, providing donor data and mailing lists as needed
- Support donor acquisition and retention campaigns through list creation, segmentation, and tracking of campaign results

QUALIFICATIONS

Required:
- 3-5 years of experience in database management, development operations, prospect research, or related fields within nonprofit fundraising
- Proficiency with Raiser's Edge NXT or similar CRM systems; Raiser's Edge experience strongly preferred
- Demonstrated experience maintaining data integrity in complex databases and implementing quality control processes
- Experience conducting prospect research and wealth screening to identify and qualify donor prospects
- Track record of generating meaningful reports and using data analysis to inform fundraising strategy
- Understanding of fundraising operations including gift processing, acknowledgments, and financial reconciliation

Technical Skills
- Advanced skills in Microsoft Excel/Google Sheets including pivot tables, formulas, and data analysis
- Strong analytical and problem-solving skills with ability to interpret data and make data-informed recommendations
- Experience with donation platforms, payment processors, and database integrations
- Comfort learning new technologies and serving as internal expert/trainer for database systems
- Ability to create clear, compelling reports and dashboards for diverse audiences

Personal Attributes & Competencies
- Meticulous attention to detail and commitment to data accuracy
- Donor-centered customer service mindset with understanding that quality data supports relationship-building
- Strong written and verbal communication skills
- Highly organized with excellent time management and ability to manage multiple priorities
- Collaborative team player who works effectively with colleagues across departments

- Proactive problem-solver who identifies process improvements and operational efficiencies
- Discretion and professionalism when handling confidential donor information
- Flexibility to accommodate occasional evening or weekend events

WORKING CONDITIONS
- Hybrid schedule: minimum three days per week in the Newark office (including Mondays and Wednesdays)
- Occasional work on weekends and evenings
- A valid driver's license and use of personal vehicle (partially reimbursed)
- Use of a personal cell phone (partially reimbursed)

COMPENSATION & BENEFITS
- Medical, Dental and Vision benefits
- Health and Dependent Flexible Spending Accounts
- Commuter Benefits
- 401k retirement Plan with an employer-matching component
- Paid Time Off

TO APPLY
Send resume and cover letter to jobs@seedsaccess.org. Please include "Development Officer, Donor Database and Operations" in subject line of email.

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.