



POSITION TITLE	Development Officer, Special Events and Community Engagement
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

The Development Officer, Special Events & Community Engagement is responsible for planning, managing, and executing events and engagement opportunities that advance SEEDS’ fundraising, community-building, and volunteer goals. This role manages SEEDS’ two signature fundraising events—the *Leading Change Benefit* and the *Allen Meisels Memorial Golf Classic*—and oversees a growing calendar of donor, volunteer, and community engagement events throughout the year.

In addition to driving event-based fundraising, the Development Officer will oversee SEEDS’ volunteer engagement program, recognizing volunteers as a vital part of the organization’s donor cultivation and stewardship pipeline. Working closely with colleagues across the organization, this individual will ensure that every SEEDS event and volunteer interaction reflects the organization’s mission, strengthens relationships, and enhances community connections.

This role reports to the Vice President, Development and collaborates across departments to support SEEDS' fundraising and engagement goals.

PRIMARY RESPONSIBILITIES

Event Planning & Execution

- Lead planning and execution of SEEDS' *Leading Change Benefit* and *Golf Outing*, ensuring strong logistics, meaningful experiences, and fundraising success.
- Create and manage detailed project plans, task lists, and timelines for each event to ensure seamless execution and alignment with SEEDS' mission.
- Manage vendors, contracts, budgets, and production logistics for assigned events.
- Coordinate internal staff, volunteers, and committees for event planning and day-of execution.
- In partnership with the Manager, Communications, oversee event branding and messaging elements—including run of show, collateral, and signage—to ensure consistency and impact.
- Manage post-event follow-up, including acknowledgments, gift reconciliation, and event analysis.

Volunteer Engagement

- Implement and refine SEEDS' volunteer engagement strategy to recruit, retain, and recognize volunteers who support program events and fundraising efforts.
- Partner with leadership team to identify cross-departmental volunteer needs, recruit volunteers, and ensure smooth coordination and communication before, during, and after events.
- Maintain accurate records of volunteer participation and track engagement metrics in collaboration with the Development database team.
- Partner with the Manager, Communications to promote events and highlight volunteer and donor engagement through various channels.
- Serve as, or establish, the primary liaison for volunteers at all events, ensuring a positive and mission-driven experience.

Donor & Alumni Event Support

- Support the development team in executing donor cultivation and alumni engagement events.
- Assist in developing event collateral, run-of-show documents, and follow-up materials for donor and alumni events.
- Collaborate with Development colleagues to ensure donor and alumni events align with overall cultivation and stewardship strategies.

QUALIFICATIONS

Required:

- Bachelor's degree and 3–5 years of experience in fundraising, event planning, volunteer coordination, or related nonprofit work.
- Demonstrated success in planning and executing fundraising or large-scale special events from concept to completion.
- Strong organizational, time management, and project coordination skills with exceptional attention to detail.
- Excellent written and verbal communication skills; confident and professional in working with

donors, volunteers, vendors, and colleagues.

- Experience working with volunteers or managing volunteer-based events preferred.

Personal Attributes & Competencies

- Ability to work collaboratively across teams and manage multiple projects simultaneously in a fast-paced environment.
- Proficiency in Microsoft Office Suite; familiarity with donor databases or CRM systems (e.g., Salesforce, Raiser's Edge, etc.) is a plus.
- Flexibility to work occasional evenings and weekends for events.
- Enthusiasm for SEEDS' mission and a commitment to advancing educational opportunity through engagement and philanthropy.

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

- The salary for this role is: \$65,000
- 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, Special Events and Community Engagement" 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.