POSITION TITLE	Development Officer, Special Events
DEPARTMENT	Development
CLASSIFICATION	Non-Exempt
EMPLOYMENT STATUS	Full Time
REPORTS TO	Vice President, Development
SALARY	$65,000

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.

POSITION OBJECTIVES

The Development Officer, Special Events manages SEEDS' two key annual fundraising events – the Leading Change Benefit and the Golf Outing. The role also supports building and maintaining strong relationships with donors and prospective donors. Reporting to the Vice President, Development, the Development Officer develops and implements a comprehensive events calendar to achieve the annual event fundraising goals of SEEDS. Additionally, the Development Officer will provide support as needed for other SEEDS events throughout the year.

The Development Officer for Special Events is a highly visible representative 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.

PRIMARY RESPONSIBILITIES

- Production and management of SEEDS' two 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
- Provide support for other SEEDS events throughout the year hosted by other departments along with SEEDS staff and volunteers
- Additional duties as needed

QUALIFICATIONS

EDUCATION & EXPERIENCE
- A bachelor's degree from an accredited college or university
- A minimum of 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.

KEY 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

WORKING CONDITIONS
- Hybrid schedule: minimum two days per week in the Newark office (including Mondays and Wednesdays)
- The position requires attendance at weekly staff meetings, department meetings and all other relevant and job-specific meetings
- Occasional work on weekends and evenings
- Frequent travel
- The position requires a valid driver's license and use of a personal vehicle for business purposes (reimbursed)
- Use of a personal cell phone (partially reimbursed)

COMPENSATION & BENEFITS

- The salary for this position 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” 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.