



Development Officer, Corporate and Foundation Relations NJ SEEDS

Updated: June 2020

The Development Officer, Corporate and Foundation Relations is responsible for designing and executing a comprehensive plan to identify, build relationships with, solicit, and steward corporate and foundation donors and aims to build key partnerships to support strategic priorities. With equal parts externally facing and internally partnering, the Development Officer should have one eye on the organizational fundraising goals and the other on identifying and completing new opportunities. Professionalism, follow-through, and passion for relationship-building are key to this critical position. This role reports to the Sr. Director of Development and works closely with the other members of the development department to achieve the annual fundraising goals of NJ SEEDS.

About NJ SEEDS

Founded in 1992, New Jersey SEEDS is a privately funded, statewide, nonprofit organization. We change the lives of motivated, high-achieving students from low-income families by transforming their educational opportunities. With 160 students per year and more than 2,600 graduates, every member of SEEDS' 25-person staff understands how their work contributes to students' success every day.

Responsibilities

- Build and manage a portfolio of constituents, consisting of existing donors and prospective new supporters and partners.
- Contribute to strategic planning for partnership development. Create and implement an accountability/work plan based on fundraising goals.
- Serve as primary grant writer. Lead the preparation and submission of LOIs, proposals, and funding applications for current and prospective funders. Responsible for all reporting and other sponsorship or stewardship elements required.
- Identify, research and lead outreach for new strategic partnerships with corporate offices such as Human Resources, Diversity and Inclusion, and Internships.
- Conduct research and preparing briefings in support of external engagement efforts; advise on engagement strategy; coordinate preliminary and follow-up communications.
- Prepare tracking and visitation reports; document all progress in Raiser's Edge.
- Create a systematic approach for recognizing and stewarding donors and partners.
- Solicit corporate sponsorships for events.
- Other organization-wide duties and responsibilities, as needed.

Position Qualifications

- BA/BS and a minimum of 3 years of professional fundraising experience, or equivalent combination.
- Knowledge of regional and national philanthropic trends and major funders in education access and equality.
- Experience in Raiser's Edge or other fundraising software.
- Demonstrated excellence in written and oral communication and interpersonal skills.
- Ability to manage multiple projects simultaneously.
- A problem-solving, can-do attitude with top notch planning and prioritizing skills.
- Ability to work under pressure, balance multiple projects simultaneously and meet performance and fundraising goals.
- Occasional night and weekend work required.

- Valid license and access to vehicle.

Salary Information

The salary for this role has a range that starts around \$70k.

To Apply

Send resume and cover letter in an email with the subject line “Development Officer, Corporate and Foundation Relations” to lgiraldo@njseeds.org.

NJ SEEDS 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. We encourage and support diversity and tolerance in our workplace.