



Development Officer, ASP of New Jersey

Position summary

The All Stars Project of New Jersey is seeking a Development Officer to join a dynamic team at the state of the art Scott Flamm Center for Afterschool Development in the heart of Newark. The Development Officer will produce high-level fundraising and cultivation events, communicate with contributors, write marketing materials, and produce foundation and grant proposals for the ASP of NJ. The position reports to the NJ Fundraising Manager.

The Development Officer will plan and execute fundraising and other donor-focused events and will be responsible for managing budgets, interfacing with venues and vendors, coordinating youth participation with program staff, and managing all other logistics. Events range from house parties in donor's homes to corporate breakfasts to an annual dinner. Additionally, the Development Officer will conduct direct solicitation with individual donors.

Job Description

- Produce meetings, receptions, cocktail receptions and other special events both at the Scott Flamm Center for Afterschool Development and offsite locations. Manage logistics for all events, including venues, vendors, budgets, production and printing of materials, mailings and other outreach.
- Assistant produce the annual benefit dinner for the ASP of NJ.
- Write and manage communication to donors and the broader NJ community via constant contact, mail and other means.
- Write and traffic the production of marketing materials and press materials for the ASP of NJ .
- Assist in writing grants and foundation proposals.
- Lead and participate in donor solicitation phone shifts during peak fundraising seasons (1 evening a week and Saturday mornings February - April & October - December).
- Conduct in-person and telephone solicitations, focusing on new donors and cultivating current donors up to the \$1,000 giving level.
- Manage donor acknowledgment and donor briefing process.
- Manage the development department and special event budgets.
- Participate in other projects as assigned by the Fundraising Manager and the Executive Director.

Requirements

- Proven experience in producing events (small and mid-size).
- Proven experience in direct fundraising solicitation



- Flexibility in schedule. Some weeknights/weekends may be requested for special events or other activities.
- Strong writing and communication skills.
- An understanding of poverty-related issues and a commitment to creating educational and developmental opportunities for inner-city youth in an outside-of-school context.

Qualifications

- 1-3 years of fundraising experience required.
- Successful experience in direct solicitation, with experience in stewarding relationships with individual or corporate donors preferred.
- Knowledge of the business community in the Newark area, and of corporate social responsibility efforts.
- Strong verbal and written communication skills.
- Superb administrative skills including use of MS Word, Excel, PowerPoint, and Outlook.
- Strong aptitude for learning database and online development tools, with experience in Raiser's Edge and MailChimp/Constant Contact preferred.
- Strong leadership and interpersonal skills and the ability to interact and communicate professionally with individuals at all levels of the organization.
- Proven capacity to apply independent judgment in planning, prioritizing, and organizing multiple tasks in a diversified work load.
- Highly detail-oriented, organized, and motivated.
- Flexibility in schedule. Evenings and weekends are required for phone shifts, special events or other activities during peak season.
- Comfortable working in a fast-paced entrepreneurial environment.
- Understanding of poverty-related issues and a commitment to creating educational and developmental opportunities for inner-city youth in outside of school contexts.
- Bachelor's degree or equivalent experience required.

Salary Level: Commensurate with experience, plus excellent benefits, including an incentive compensation program.

To apply for this position email cover letter with salary requirements and resume to jobs@allstars.org. Please reference "NJ Development Officer" in the subject line.