

Assistant Director of Development All Stars Project of NY



The All Stars Project is changing the national dialogue about how to meaningfully impact the lives of people growing up and living in poverty, and the role that “outside-of-school” plays in preparing inner-city youth for success in their lives. At All Stars, inner-city youth participate in hip-hop talent shows, leadership training in partnership with the business community, an internationally award-winning police-community relations program, and more. We have transformed our unique, community-based and grassroots programs, founded in NYC in 1981, into a growing movement reaching 20,000 inner-city youth and families each year in 7 cities, and raising \$10 million annually in private funding.

We have become one of the country’s leading Afterschool Development organizations, creating a new national model that uses performance as our approach to helping kids and their families grow on and off the stage, and bridge-building through volunteer and direct partnership initiatives between affluent supporters, their families, and the youth of All Stars.

The All Stars Project of New York is the site of our national headquarters, where we incubate and develop our programs, and then take them out around the country. As our NYC base grows, we are searching for our first Assistant Director of Development to work with a dynamic team on supporting and cultivating our strong base of individual and corporate donors in our largest market (NYC revenue is \$4 million+ on a base of 1,500 supporters and volunteers), through a model we call “involvement philanthropy.” Our supporters directly partner with youth in our programs, and everyone grows as a result. The Assistant Director of Development will be instrumental in expanding existing partnerships with Fortune 100 companies, partnering with key individual donor leaders, and opening up new relationships along with the talented staff.

PRIMARY RESPONSIBILITIES:

The Assistant Director of Development will

- Sales direct the Learning from Leaders Luncheon (\$600,000 annual goal), working with Director of Development to secure honorees/co-chairs; managing campaign to sell corporate sponsorships and tickets; and organizing guests to attend this high-level benefit to see All Stars programs in action;
- Oversee the NY Annual Campaign and, within that, personally manage a portfolio of 150 donors at the \$250-\$25,000 levels, and 100 donor prospects, conducting face-to-face meetings and phone calls connecting them to All Stars involvement opportunities, and building the President’s Committee (\$1,000-\$25,000) base of support;
- Manage the NY Foundations campaign (\$225,000 annual goal), overseeing development team to develop dynamic grant proposals, reports, and presentations on All Stars work to 8-12 key partners each year;
- Manage corporate partnerships and build donor acquisition through increasing involvement with the DSY program;
- Participate in 2-3 phone shifts per week during peak fundraising seasons (Feb-March, Sept-Dec), including some on weeknights and Saturday mornings;
- Manage the process of preparing grant proposals as needed; and
- Lead teams of people on fundraising, events, and other special projects including staff, board members, volunteers.

CANDIDATE QUALIFICATIONS AND QUALITIES:

The successful candidate for the position of Assistant Director of Development will have

- Knowledge of the New York City business community, and of corporate social responsibility efforts;
- Attention to detail, be organized, and motivated;
- 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;
- Proven capacity to apply independent judgment in planning, prioritizing, and organizing multiple tasks in a diversified work load;
- Strong leadership and interpersonal skills and the ability to interact and communicate professionally with individuals at all levels of the organization;
- Flexibility in schedule including ability to work evenings and Saturdays for phone shifts, special events, or other activities during peak season;
- Strong ability to convey the strategy and unique approach of the All Stars Project in the growing field of Afterschool Development; and
- Understanding of poverty-related issues and a commitment to creating educational and developmental opportunities for inner-city youth in outside of school contexts.

A Bachelor's degree or equivalent experience is required for this position as is six years of professional experience with at least three years of development experience strongly preferred.

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