

## **Assistant Director of Development**

Full Time Exempt

ASP of Chicago

*The All Stars Project transforms the lives of youth and poor communities using the developmental power of performance, in partnership with caring adults. The All Stars Project is a 36-year old fast-paced and entrepreneurial national nonprofit organization, reaching 20,000 inner-city youth and their families in innovative, free programs in six cities each year. All Stars raises \$10 million in private funding annually from more than 4,000 individual, corporate and foundation supporters.*

*ASP of Chicago was launched in 2007 and has attracted dynamic leadership and support from our local business and philanthropic community. In 2016, we launched a 5-year \$14 million comprehensive campaign to establish an All Stars Center for Afterschool Development in downtown Chicago. Modeled after successful All Stars Centers in New York City and New Jersey, the Chicago Center will connect youth from our city's south and west sides with the success of downtown. It will strengthen partnerships between our city's affluent and poor communities, expand growth opportunities for youth and adults and advance the field of Afterschool Development as a new way of engaging poverty in Chicago.*

*We are seeking an Assistant Director of Development who is ready to join a dynamic team and play a key role in the campaign by growing our philanthropic partnerships and fundraising to support our mission and vision.*

### **Job Summary**

The Assistant Director of Development will be a leader in the Chicago office, with a focus on building personal relationships with individual, corporate and foundation donors. The Assistant Director of Development will have responsibility, with the Executive Director, for reaching ASP of Chicago annual fundraising goals through sales directing the annual corporate benefit luncheon and other events; personally conducting calls and face-to-face solicitations to grow the All Stars President's Committee and Annual Fund and increase the pipeline and cultivation of new major gift donors. The Assistant Director will manage corporate partnerships and foundation relationships. This is an opportunity for leadership and growth within our organization. The Assistant Director of Development will report to the Executive Director, ASP of Chicago.

### **Job Responsibilities**

#### **Fundraising Events and Campaign Leadership**

- Sales direct the annual June Benefit Luncheon which will raise \$600,000 annually toward our comprehensive campaign goal. Work with Executive Director to secure honorees/co-chairs. Sell corporate sponsorships and tickets, and organize guests to attend this high-level benefit where they will meet All Stars youth leaders and learn about the campaign.
- Create new concept and structure for a fall fundraising event. Recruit honorees and sales direct the event.

- Personally manage a portfolio of donors at the \$250-\$10,000 level, conduct face-to-face meetings and phone calls to connect them to All Stars involvement opportunities and to build the President's Committee leadership group (\$1,000-\$25,000 donors). Growth of the President's Committee is central to meeting annual campaign funding goals and building the major gift pipeline.
- Manage direct mail and phone outreach campaigns; lead weekly call shifts during peak fundraising season
- In partnership with program staff, manage and steward foundation proposals

### **Prospecting and Stewardship**

- Develop and execute President's Committee prospecting programs to acquire new campaign donors
- Partner with Development School for Youth (DSY) program leaders to manage and advance corporate partnerships and increase corporate giving to the campaign
- Design and execute communications strategies and cultivation events to support the above.
- Lead teams of people – staff, board members, volunteers – on fundraising, events and other special projects.

### **Qualifications**

- At least 5 years of direct fundraising experience required, including personal solicitations and event sales.
- Bachelor's degree or equivalent experience required. Master's degree preferred.
- Knowledge of the Chicago business community and corporate social responsibility efforts.
- Highly detail-oriented, 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. Some evenings and Saturdays are required for phone shifts, special events or other activities during peak seasons.
- Strong ability to convey the strategy and unique approach of the All Stars Project in the growing field of Afterschool Development.
- Understanding of poverty-related issues and a commitment to creating educational and developmental opportunities for inner-city youth in outside of school contexts.

**To Apply**

Submit cover letter and resume with minimum salary requirements to [jobs@allstars.org](mailto:jobs@allstars.org). Please indicate, "Assistant Director of Development, ASP of Chicago" in the subject line of your email for fastest consideration.