



## **Development Officer**

Full Time Non-Exempt  
All Stars Project of Dallas

*The All Stars Project (ASP) transforms the lives of youth and poor communities using the developmental power of performance, in partnership with caring adults. ASP Dallas is part of the 37 year old national, All Stars Project, Inc. ASP is in six cities including New York, Jersey City and Newark New Jersey, Chicago, the San Francisco Bay Area, and Dallas. ASP came to Dallas in 2013 to impact the lives of inner-city youth and their families. ASP Dallas raises \$1.2 million in private funding annually from 600 plus individual, corporate, and foundation supporters.*

*We are seeking a dynamic Development Officer in Dallas who is interested in growing and training as a Fundraiser and manager of fundraising campaigns. The position will receive high-quality training in direct donor organizing and solicitation, and provide key support as a producer and administrator of our multi-faceted fundraising campaigns.*

### **Job Summary**

The Development Officer is responsible for producing fundraising events for the Dallas office, as well as building and developing relationships with the All Stars Dallas donor base. As Development Officer, this person will cultivate and steward \$0-\$250 individual donors for continued and increased giving, and support the growth of individual giving for the All Stars Dallas Annual Campaigns. This work includes phone calls and visits, production of annual campaigns, gift processing, evaluation of prospects for higher giving, and cultivation of those individuals in conjunction with other development activities being conducted. The position provides key production and support in achieving the annual fundraising goal and supports specific fundraising needs of the ASP Dallas team. The Development Officer will also be a key producer on the team, including producing the Building Bridges Across Dallas Luncheon and Back to School event. The Development Officer reports to the Development Manager.

### **Job Responsibilities**

- Manage a portfolio of \$0-\$250 donors. Design and implement cultivation and solicitation activities, focusing on increasing individuals' annual giving level.
- Participate in 2-3 phone shifts a week during peak fundraising seasons and other phone shifts as needed during off-peak seasons.
- Complete writing projects as needed, including helping develop the BBAD annual brochure, newsletters, and mailings for annual campaigns and special events.
- Assist in developing and writing grant proposals and reports, including tracking program participants and fundraising campaigns. Participate in writing 4-5 annual grant proposals and reports each year.
- Prospect research of potential individual, foundation, and corporate supporters.
- Assist in the execution of database maintenance projects, including Raiser's Edge, SharePoint, and MailChimp.
- Produce mailings for the organization, including ordering supplies and overseeing the quality control of the mailing.
- Produce donor related events and special events, including making confirmation calls to donors.



- Produce event registration and seating for Dallas events, including reaching out to donors for guest information.
- Assist in all post-event administrative activities including the preparation of gift acknowledgment letters.
- Assist in the production of Dallas donor and cultivation meetings, and Board and DSY Trustee meetings.
- Prepare gift submissions and work with the Development Manager to ensure that pledges and gifts are recorded accurately.
- Maintain Dallas fundraising packet for various campaigns.
- Manage on-site development office storage space.

### **Qualifications**

- Strong verbal and written communication skills.
- Strong interest in fundraising, including face-to-face and telemarketing solicitation, and researching and writing grant proposals and reports.
- Strong leadership and interpersonal skills and the ability to interact and communicate professionally with individuals at all levels of the organization.
- Highly detail-oriented, organized, and motivated.
- Experience in and knowledge of database functionality, preferably experience with Raiser's Edge, SharePoint, MailChimp and FileMaker.
- Superb administrative skills including use of MS Word, Excel, PowerPoint, Outlook, and proficiency in internet research.
- Ability to clearly articulate the All Stars mission and strategies to a broad range of people.
- Understanding of poverty-related issues and a commitment to creating educational and developmental opportunities for inner-city youth in outside of school contexts.
- Proven capacity to apply independent judgment in planning, prioritizing, and organizing multiple tasks in a diversified work load.
- Comfortable working in a fast-paced entrepreneurial environment.
- Discretion and sensitivity in handling and safeguarding confidential information.
- Team player and flexibility in adjusting to new direction and new environments.
- Willingness to work some evenings, as needed.
- Valid driver's license.
- Bachelor's degree preferred

### **To Apply**

*Send cover letter and resume with minimum salary requirements to [jobs@allstars.org](mailto:jobs@allstars.org). Please **indicate "Development Officer" in the subject line of your email for fastest consideration.***