



## **Development Officer** **All Stars Project of Chicago**

Full Time Non-Exempt

### **The Organization:**

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.

All Stars Project (ASP) of Chicago, launched in 2007, reaches more than 7,000 youth on the south and west sides of Chicago each year with an invitation to participate in its programs. In 2016, ASP of Chicago successfully completed a 3-year expansion campaign, which doubled the number of young people and adults involved in its programs, and doubled the size of its staff and office operations. In June, ASP of Chicago launched a new \$13 million campaign to establish an All Stars Center for Afterschool Development in Chicago

### **The Position**

The Development Officer is a newly created position, joining All Stars Project of Chicago's growing fundraising team. The Development Officer will help produce the complex donor outreach components of the Annual Campaign – including messaging for phone outreach, mailings, emails, as well as special events designed to give donors experience in All Stars youth development programs. The Development Officer will be responsible for direct solicitations of individual donors and corporations with a focus on donors at the \$100-\$10,000 level, supporting a \$1.5 million annual fundraising program. The Development Officer will play a key role in the two large annual fundraising events, including the corporate benefit luncheon which attracts 400 guests and raises \$600,000 annually. The Development Officer will report to the Assistant Director of Development.

### **Job Responsibilities**

#### **President's Committee/Annual Campaign**

- Partner with development team to reach overall annual fundraising goals for the All Stars Project of Chicago.
- Increase the role of the President's Committee as a revenue source by managing and expanding a portfolio of 75-100 donors at the \$100-\$10,000 level. Successfully renew and solicit new members at the \$1,000 level and develop cultivation activities to increase participation at the \$5,000 + level. Solicitations are primarily face-to-face asks and through phone shifts, and the Development Officer will be expected to schedule and execute at least 20 face-to-face meetings each year.
- Participate in developing strategy and content for Annual Campaign communications that reach more than 500 donors each year; produce mailings, emails, and phone campaigns
- Produce cultivation events to steward and attract new President's Committee members including donor house parties, business cocktails, Back to School program, Street Performance, Young Leaders for Change.
- Produce quarterly Board meetings
- Assist in preparation of major gifts solicitations, high-level donor meetings and corporate presentations.



- Complete writing projects as needed, including helping develop branding, messaging, and communications for Annual Campaign and special events.
- Monitor fundraising progress and prepare financial reports using Raiser's Edge database.

### ***Major Special Events***

- Will be involved in both large annual special events, and serve as assistant sales director for fall benefit. In 2017, these events will raise more than \$700,000 for the organization.
- Manage sales administration: prepare invoices, track progress, collect pledges and execute registration and seating plans.
- Produce outreach mailings for Board members, event leaders and honorees; make sales calls, prepare campaign reports and create communications to motivate participation and giving.

### ***Stewardship and Communications***

- Manage gift acknowledgment process for all donors; write templates for each campaign and ensure timely acknowledgement of all gifts.
- Develop donor communications plans and materials including newsletters, special mailings, brochures
- Develop use of online technology to market programs and success stories of All Stars using email, YouTube, and other social networking tools.
- Complete additional tasks as assigned by the Assistant Director of Development and Executive Director.

### **Qualifications**

- 1-3 years of fundraising experience required.
- A history of conducting direct solicitation, with experience in stewarding relationships with individual or corporate donors
- A working understanding of Annual Campaigns.
- 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.
- Knowledge of the Chicago business community, and of corporate social responsibility efforts, 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 workload.
- 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.

**To apply**, please send resume and cover letter with minimum salary requirements to [jobs@allstars.org](mailto:jobs@allstars.org)