



## **Special Events Producer**

Full Time  
ASP of NY

*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 NY is the largest city/business of the All Stars, raising \$4.5 million (or 45%) of its annual goal each year.*

*We are seeking an energetic Special Events Producer based in our NYC national headquarters who is ready to join a dynamic team and create inspiring events and involvement opportunities for donors, corporations and foundations who support our youth development programs.*

### **Job Summary**

At the All Stars Project, our hallmark is inspiring supporters through dynamic, inspiring events that connect them to our mission. The Special Events Producer is responsible for producing key fundraising events for the Development Department, involvement opportunities for supporters, and developing branding and marketing materials used in fundraising. The Special Events Producer will produce key events each year designed to encourage our supporters to get to know inner-city youth and to help us build our programs, including our annual Learning from Leaders Luncheon, which raises \$650,000 a year in private funding for the DSY program. This person will also produce other development department events, including Back to School, house parties, President's Committee cocktails and gatherings. The Producer will also design new marketing materials used for fundraising by the department. The Special Events Producer reports to the Director of Development, ASP of NY.

### **Job Responsibilities**

#### *Event Production*

- Produce Learning from Leaders Luncheon, one of the All Stars' largest events of the year, for 300+ business leaders. Manage budget for the event, and execute a dynamic on-stage program that includes corporate speeches, youth testimonials, and performances.
- Produce other special events including, but not limited to President's Committee cocktail parties, corporate host trainings, donor house parties, and Back to School.
- Coordinate needs and resources of Development Team to ensure strong execution of all events involving donors in our mission.

#### *Annual Campaign Fundraising*

- Develop, design, and produce donor marketing materials, including flyers, postcards, thank you cards, and holiday cards.
- Complete writing projects as needed, including helping develop mailings for Annual Campaign and special events.
- Complete additional tasks as assigned by the Assistant Director of Development, Director of Development, and Senior Vice President/Chief Development Officer.



## **Qualifications**

- At least 3 years of special events production experience.
- Strong verbal and written communication skills, including proofreading and editing
- Strong leadership and interpersonal skills and the ability to interact and communicate professionally with individuals at all levels of the organization.
- Ability to clearly articulate the All Stars mission and strategies to a broad range of people.
- Proven capacity to apply independent judgment in planning, prioritizing, and organizing multiple tasks in a diversified workload.
- Highly detail-oriented, organized, and motivated.
- Strong intellectual curiosity.
- 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.
- Comfortable working in a fast-paced entrepreneurial environment.
- Demonstrated experience working with donors and volunteers.
- Flexibility in schedule. Some evenings and weekends are required for special events or other activities.
- 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 preferred.

## **To Apply**

Please send a cover letter and resume with minimum salary requirement to [jobs@allstars.org](mailto:jobs@allstars.org). Please indicate "Special Events Producer" in the subject line of your email for fastest consideration.