



## **Alumni Development Associate**

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 has thousands of alumni who have completed our free, afterschool development programs – and many are increasingly expressing a desire to give back and build the All Stars movement for the next generation of youth growing up in inner-city communities across the country.*

*We are seeking a dynamic Alumni Development Associate based in our NYC headquarters who is ready to join our talented fundraising team, and share their personal experience as an alumnus and advocate for youth development to involve new donors, and build our effort to engage alumni in volunteerism, networking, and fundraising activities.*

### **Job Summary**

All Stars Project has developed a unique, new opportunity for an alumnus of our youth development programs to join our successful development team. This position will help deepen our individual and corporate partnerships, and to become an advocate and spokesperson for Afterschool Development.

The Alumni Development Associate will be trained in the All Stars model of involvement philanthropy, gaining valuable sales and relationship-building skills. The Associate will join members of the team to conduct meetings and calls with individual, corporate and foundation donors, sharing the impact of All Stars programs and inviting them to increase their involvement. The Associate will manage and help lead a new project for All Stars alumni to stay engaged with our programs, and to give back.

The Alumni Development Associate will also be on the frontlines leading a new project to create a new “app” and technology, called Connected Community, which will be an online marketplace of work opportunities for alumni of the Development School for Youth (DSY) program. The Associate will lead this project, interfacing between both our corporate partners, the All Stars, and our alumni.

### **Job Responsibilities**

- Work with the development team to produce and organize events and involvement opportunities that connect our supporters to our youth and afterschool development programs.
- Partner with diverse members of the Development staff and participate in face-to-face fundraising meetings, tours, public events and phone shifts, that are designed to inspire supporters to make contributions to All Stars programs.
- Help to establish and run our Alumni Leadership Council, a body of alumni who will partner with us to create and execute volunteer, networking, and fundraising initiatives designed to connect with the alumni community.

- Lead a new project, Connected Community, designed to reconnect DSY alumni who are post-college with DSY company internship partners who are interested in interviewing and hiring them for new positions.

### **Qualifications**

- Alumnus of one or more of the All Stars Project's youth development programs: Development School for Youth, All Stars Talent Show Network, Youth Onstage!, or Operation Conversation: Cops & Kids.
- Ability to clearly articulate the All Stars mission and impact to a broad range of people.
- Strong verbal and written communication skills.
- Strong administrative skills including use of MS Word, Excel, PowerPoint, and Outlook.
- Detail-oriented, organized, and motivated
- Interest in fundraising and building relationships with alumni, individual and corporate donors.
- Flexibility in schedule. Some evenings and weekends are required for special events or other activities.
- Comfortable working in a fast-paced entrepreneurial environment.
- Desire to give back to the All Stars Project, and help build our programs for the next generation.
- Bachelor's degree or equivalent experience.

### **To Apply:**

Please submit a resume, cover letter, and minimum salary requirements to [jobs@allstars.org](mailto:jobs@allstars.org). Please indicate "Alumni Development Associate" in the subject line for fastest consideration.