



## **Development Associate**

Full Time Non-Exempt  
ASP National/NY Staff

### **Job Summary**

The Development Associate is responsible for assisting in the production of fundraising initiatives and day-to-day gift processing and donor administration for all six All Stars cities and in the production of local fundraising-related events. As a member of the development team, the Development Associate position aids in meeting the fundraising goals of the All Stars Project and supports specific administrative needs of the national team. The Development Associate reports to the Director, Fundraising Operations & Data Management.

### **Job Responsibilities**

- Assist in the execution of database maintenance projects.
- Provide support for the Director of Fundraising Operations and Data Management
- Prepare daily check submissions and work with the Project Lead Database and Box Office Administration to ensure that pledges and gifts are recorded accurately.
- Process credit card donations daily.
- Produce acknowledgement letters for all New York gifts and gifts of other cities as needed.
- Execute event registration and seating for New York events, including reaching out to donors for guest information.
- Assist in all post-event administrative activities including the preparation of gift acknowledgement letters of New York events and other events as needed.
- Assist in producing all aspects of the annual fundraising campaigns.
- Produce large mailings for the organization. This includes ordering supplies, setting up volunteers to assist in the mailing and overseeing the quality control of the mailing.
- Manage on-site development office storage space.
- Assist in the production of smaller NY Development-related events.

### **Qualifications**

- Strong verbal and written communication skills.
- 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 and FileMaker.

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- 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 workload.
- Comfortable working in a fast-paced entrepreneurial environment.
- Discretion and sensitivity in handling and safeguarding confidential information.
- Bachelor's degree or equivalent experience preferred.

### **To Apply**

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