



**Title:** Development Officer

**Job Location:** Newark, NJ

**Status:** Full Time Non Exempt

**Reports to:** Assistant Director of Development, ASP of NJ

*Are you looking to make a direct **impact** on youth and poor communities by **developing** the lives of the people you reach?*

*Become a part of our **growing** national non-profit team whose **purpose** is to bring out the **All Star** in everybody.*

### **Job Summary**

The Development Officer for the ASPNJ is a key member of a dynamic team responsible for the acquisition, cultivation, solicitation and stewardship of individual, corporate and foundation donors with a special emphasis on those giving at the \$250 to \$10,000 level. The Development Officer will operationalize and lead the annual campaign (telemarketing, print and digital campaigns that include acquisition and renewal support), serve as a key solicitor of gifts at the \$1,000+ level, serve as the assistant sales director for annual NJ Benefit Luncheon, and lead the process of developing cultivation events and activities that connect our supporters with our young people.

The Development Officer will be a key partner in managing the NJ fundraising operation, including helping to plan and track fundraising progress, information capture and management (Raiser's Edge), production of NJ board meetings and meetings with major gift donors and prospects.

### **Job Responsibilities**

- Manage the ASPNJ Annual Campaign, with a special focus on sustaining and leading the further building of the NJ City Leader Circle, soliciting gifts \$1,000 to \$5,000 annually through telemarketing and in-person meetings.
- Serve as the Assistant Sales Director for NJ fall benefit. Work with board members, honorees, co-chairs and committee members on developing, planning and executing cultivation, fundraising and stewardship strategies for their individuals and companies in their personal and professional networks.
- Play a lead role in developing and steward individual and corporate relationships. Partner with Fundraising and Youth Program leaders to identify and prioritize involvement opportunities. Cultivate and expand executive champions of ASP NJ.
- Participate in organizing companies to hire DSY youth in summer internships through the DSY internship campaign.
- Participate in all department fundraising activity, including donor research, meeting preparation, developing proposals, newsletters, events and activities that build relationships and conversations between and among donors and prospective donors.
- Work with the Assistant Director of Development in content creation and management of digital communications and social media strategy.
- Lead NJ activities of the Alumni Leadership Council.
- Manage the tracking of pledges and gifts in Raiser's Edge.
- Write correspondence, proposals, and reports as needed.
- Respond to additional requests and special projects from the NJ Assistant Director of Development, National Director of Development, and NJ City Leader.



## **Qualifications**

- 3-5 years of fundraising experience required.
- A history of conducting direct solicitation, with experience in stewarding relationships with individual or corporate donors preferred.
- A working understanding of Annual Campaigns.
- Knowledge of the NJ philanthropic market, and of corporate social responsibility efforts, preferred
- 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.
- Proven capacity to apply independent judgment in planning, prioritizing, and organizing multiple tasks in a diversified workload.
- Flexibility in schedule. Evenings and weekends are required for phone shifts, special events or other activities during peak season.
- Understanding of poverty-related issues and a commitment to creating educational and developmental opportunities for inner-city youth in outside of school contexts.
- 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.
- Familiarity with Facebook, Instagram, LinkedIn and Twitter social media platforms and functionality.
- Background in performing arts a big plus!
- Bachelor's degree required.

## **About All Stars**

The All Stars Project is changing the national dialogue about how to meaningfully impact the lives of people growing up and living in poverty, and the role that "outside-of-school" plays in preparing inner-city youth for success in their lives. At All Stars, inner-city youth participate in hip-hop talent shows, leadership training in partnership with the business community, an internationally award-winning police-community relations program, and more. We have transformed our unique, community-based and grassroots programs, founded in NYC in 1981, into a growing movement reaching 20,000 inner-city youth and families each year in 6 cities, and raising \$10 million annually in private funding.

We have become one of the country's leading Afterschool Development organizations, creating a new national model that uses performance as our approach to helping kids and their families grow on and off the stage, and bridge-building through volunteer and direct partnership initiatives between affluent supporters, their families, and the youth of All Stars.

## **How to Apply**

Send resume and cover letter along with minimum salary requirements (Word or PDF format only) to [jobs@allstars.org](mailto:jobs@allstars.org).

Indicate "Development Officer, ASP of New Jersey" in the subject line of your email for fastest consideration. To learn more about All Stars Project, please visit our website at <https://allstars.org/>