



## **Associate Executive Director**

### **Full-Time Exempt**

### **All Stars Project of the San Francisco Bay Area**

The All Stars Project (ASP) is changing the national dialogue about how to meaningfully impact the lives of people growing up and living in poverty, and the need for Afterschool Development – people, practices and processes that support youth to break out of narrowed identities, navigate diverse social and cultural contexts, and actively build relationships, including with people who are “not like them.” At ASP, youth participate in leadership training in partnership with the business community, in grassroots talent shows, in police-community relations programs, and more. We have transformed our unique grassroots, community-building programs, founded in NYC in 1981, into a growing movement reaching 20,000 inner-city youth and families each year in six cities, and raising \$10 million annually in private, non-governmental funding.

We have created an innovative model that makes use of “performing on and off the stage” as a powerful tool for growing and developing. We bridge opportunity gaps through volunteerism and direct partnerships between youth and affluent supporters, their families, and their companies. ASP has been presented to the Bill & Melinda Gates Foundation as an exemplar of a paradigm shift in addressing poverty.

In the San Francisco Bay Area, ASP is the standard bearer for how people – youth and adults, poor and affluent – can respond positively to deepening economic and social divisions. Since 2002, we have engaged thousands of youth in afterschool development. We are shaping the region’s new wave of youth development, social responsibility and involvement philanthropy. Our new Associate Executive Director will play the key frontline role in growing the reach and impact of All Stars afterschool development in the Bay Area.

### **Job Summary**

ASP is searching for a candidate who is passionate, creative and thoughtful about helping youth in our poor communities to grow and who has demonstrated ability to connect intimately with them, support their desire and willingness to go outside their comfort zones, and to also be demanding of them. The ideal candidate is a bold, frontline practitioner who can also effectively inspire and engage business professionals and other caring, affluent adults as volunteer partners and developers of young people as they provide interactive group workshops and summer internships in their corporate workplaces.

The Associate Executive Director reports to the Executive Director (ED) and will partner in the stewardship of regional board members and other philanthropic partners, keeping them connected to the impact of programs on youth, their families and communities. She/he/they will also collaborate with the ED on strategic partnerships and relationship-building with local non-profits. He/she/they will collaborate closely with the Associate Director of Development in engaging and broadening our network of 50+ corporate partners and 100+ volunteers. The Associate Executive Director will work closely with the Operations Coordinator and supervise and manage a full-time Program Coordinator.

She/he/they will join a national team of skilled, forward thinking and highly-productive frontline leaders and practitioners. He/she/they will be interacting with peers in New York, New Jersey, Chicago, and Dallas, as they continue to grow the power of the All Stars afterschool development practice and contribute to the establishing the field of Afterschool Development as a new strategy for engaging poverty.



## **Primary Responsibilities**

The Associate Executive Director has overall responsibility for the production and execution of our afterschool development programs, as well as creating strategy for and managing community and school outreach, admissions for programs, and events. In the Bay Area, our program activities center around the Development School for Youth (DSY). One of the flagship programs of ASP, in the DSY young people partner with business professionals to create a professional performance, gain exposure, open up and pursue opportunities.

The Associate Executive Director is responsible for directing and managing all elements of the DSY including the youth outreach and recruitment process for 2 or more annual cohorts (50+ participants), admission and enrollment process, public orientations and graduation ceremonies, and a 14-week series of interactive development workshops. The director leads youth, corporate leaders, board members and volunteers in creating high quality, developmental environments. The director organizes corporate leadership bodies and volunteer groupings to support the program and secure summer internships for the students while also helping create the financial support needed to underwrite the program.

The Associate Executive Director will foster advanced youth leadership and giving back by organizing program participants and alumni to participate in ASP events, including but not limited to a fall benefit, special workshops and outings, meetings and receptions with donors.

## **Specific Responsibilities**

### *Program Management*

- Leadership role in designing and implementing a vibrant outreach program to attract youth to programs.
- “Hands-on” produce the 12-14 week DSY leadership training program and all associated aspects. This includes outreach and recruitment, interviews, enrollment, workshop production, internship placements and onboarding, and related special programming and events.
- Ensure the quality of all activities and lead a developmental process that includes improvisational performance, ensemble-building, expressing appreciation, promoting curiosity and asking for help, engaging the subjectivity of poverty, meeting professional demands.
- Ensure quality communications with constituents including youth, parents and families, alumni, program associates, volunteers, donors and internship supervisors.
- Direct the Operations Coordinator in the production of all workshops, meetings, and program events. This includes identifying and securing venues, presenters, speakers, instructors, and business leaders, completing space requests and staffing needs, and ensuring the smooth execution of each event.
- Direct summer internship placement and onboarding process; and relationships with internship sponsors throughout the internship process
- Fully integrate the annual DSY internship survey and advancement of All Stars Project’s evaluation project data collection tools into the priorities and schedule of DSY.

### *Program Development*

- Expand and develop volunteer participation in the program, including host trainings, corporate volunteer days and overall program management.
- Partner with business leaders and cultural and civic executives to participate in program activities.
- Work closely with the Associate Director of Development to identify and cultivate existing and potential donors to provide new partnerships, internships and opportunities for DSY students and to expand their giving.



- Recruit, train and manage a faculty of volunteer program associates from the business community.

#### *Management & Supervision*

- Supervise and train the Youth Programs Coordinator.

#### **Qualifications**

- Five to seven years in a non-profit program leadership or demonstrably relevant role.
- Understanding of poverty and a commitment to creating educational and developmental opportunities for inner-city youth in outside of school contexts using our performance-based approach.
- Highly adept at working with inner-city youth and community members, both individually and in groups.
- Gives presentations to internal and external high-level contacts.
- Flexibility in schedule. Evenings and weekends are required for programming, special events and other activities.
- Ability to align program goals and initiatives with organizational objectives.
- Strong verbal and written communication skills, with experience writing internal and external documents, memos, and reports in a timely, complete way.
- Ability to clearly articulate the All Stars mission and strategies to a broad range of constituents.
- Comfortable communicating with diverse groups including inner-city youth and families, affluent business leaders, staff, and volunteers.
- Excellent interpersonal and relationship building skills.
- Proven capacity to apply independent judgment in planning, prioritizing, and organizing multiple tasks in a diversified workload.
- Highly skilled at managing teams of staff and volunteers.
- Bachelor's degree with advanced degree preferred.

#### **Compensation**

Compensation is competitive and commensurate with experience. Excellent benefit package.

#### **To Apply:**

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

All Stars Project is an equal opportunity employer and welcomes candidates of diverse backgrounds.