



Title: Fundraising Operations and Campaign Associate

Job Location: New York, NY (National Staff)

Status: Full Time Non-Exempt

Reports to: Director of Fundraising Operations and Data Management

*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 Fundraising Operations and Campaign Associate works closely with the Director, Fundraising Operations and Data Management in the production of fundraising initiatives and events and the day-to-day donor administration related to the major gift campaign currently underway. As a member of the development team, the Fundraising Operations and Campaign Associate aids in meeting ASP's fundraising goals and supports specific administrative needs for the campaign led by the Chief Development Officer.

Job Responsibilities

- Coordinate all pre- and post-event administrative activities including the production of the invitation mailings and gift acknowledgement letters of New York fundraising events and other fundraising events as needed.
- Oversee production of event registration and seating for fundraising events in New York and in other ASP cities as needed.
- Train staff in all cities in the use of the Raiser's Edge event module.
- Execute database maintenance projects and special database projects as needed.
- Produce cultivation meetings with top donors, including preparation of PowerPoint presentations and pre-meeting reports.
- Create donor and analytical reports for the \$100M campaign.
- Provide support for the SVP/Chief Development Officer, including manage the expense budget, assist in the production of national/international travel, and produce administrative reports.
- Partner with the staff of the Office of the President to produce the National board meetings.
- Coordinate with program leaders around the country on data collection for the SMU/CORE research project and deliver reports to SMU.

Qualifications

- At least two years of experience in and knowledge of database functionality, preferably experience with Raiser's Edge (NXT) and FileMaker.
- Experience in creating PowerPoint presentations.
- Strong verbal and written communications skills.
- Highly detail-oriented, organized, and motivated.

- 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 judgement 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 preferred.

About All Stars

The All Stars Project transforms the lives of youth and poor communities using the developmental power of performance, in partnership with caring adults. All Stars is a fast-paced and entrepreneurial national nonprofit organization. Founded 38 years ago, we now reach over 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 each year from more than 4,000 individual, corporate and foundation supporters. We have a unique grassroots and relationship-oriented approach and model to fundraising.

To Apply:

Please submit a resume, cover letter, and minimum salary requirements to jobs@allstars.org. Please indicate "Fundraising Operations and Campaign Associate" in the subject line for fastest consideration.