



Title: Manager, Afterschool Development Initiatives

Job Location: New York, NY (All Stars Project of New York)

Status: Full Time Exempt

Reports to: Vice President/Youth and Community Development and the Chief of Staff in the Office of the President and CEO.

*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 Manager for Afterschool Development Initiatives (ADI) is a national position for the All Stars Project (ASP) responsible for furthering and executing on the strategic goals of ADI. These may include, but are not limited to: facilitating academic outreach; furthering the impact of Afterschool Development working groups and conferences in partnership with local ASP leadership; engaging builders and influencers of the Afterschool Development movement across multiple platforms about how to advance the field; implementing professional development training initiatives, conducting recruitment and managing a fellowship program, nurturing and expanding the All Stars Alliance. The position is located at ASP national headquarters in New York City, with travel required on a regular basis.

Job Responsibilities

ADI Strategy

- Carry out and manage the strategic goals of ADI, working with VP/Youth and Community Development and the Chief of Staff.
- Participate in the strategic development of ADI initiatives.
- Create and deliver presentations for ASP Board meetings and meetings with Board leaders and philanthropic partners.
- Support and attend regional and national Afterschool Development Working Group meetings and events; conferences and roundtables.
- Facilitate research projects by academics, in partnership with local program leadership.

ADI Promotion and Communications

- Promote Afterschool Development and engage builders and influencers of the Afterschool Development movement across multiple platforms in conversations about how to advance the field, including:
 - Design and lead the distribution of the *Play it Forward* quarterly newsletter;
 - Management of content that will strengthen ADI presence on the ASP website.
- Create and execute the communication plan for both All Stars Alliance and Afterschool Development working group participants.
- Manage national ADI database contacts.



Afterschool Development Training Initiatives

- Manage recruitment and implement programming for ADI Fellowship including:
 - Create annual outreach plan, identify potential candidates in ASP's Afterschool Development Working Groups and coordinate with local staff leaders to identify existing connections, as well as open new organizational networks and contacts.
 - Create/update materials needed for recruitment of fellows.
 - Manage fellow selection process and select fellowship candidates.
 - Manage orientation/onboarding process and four-month program for 5 fellows in coordination with ASP leaders. Post pilot this will be for 10 fellows.
 - Arrange travel/accommodations and logistics for Fellows for bi-yearly visits to national headquarters.
 - Manage weekly operations of Fellows program; coordinate fellows' participation.
 - Manage development of course curriculum and materials including assisting in creation of online courses and toolkits for distribution.
 - Curate and maintain ASP intellectual property archives.
 - Compile and prepare reports on Fellows program as needed; maintain ADI fellowship information in RE database.
 - Maintain Fellows program budget.
- Project Manage other training offerings to afterschool development frontlines and afterschool working group members.

Qualifications

- Strong verbal communication skills.
- Grassroots organizing and community advocacy experience.
- Familiarity with the afterschool arena required.
- 3 years project management experience with proven track record.
- Excellent Team player.
- Experience with fellowship and/or adult training programs, including curriculum development preferred.
- Understanding of poverty-related issues in American's urban communities and alignment with ASP's philosophy and approach.
- Ability to clearly articulate the All Stars mission and strategies to a broad range of people/constituents.
- Excellent interpersonal, leadership, and relationship building skills used to lead cohesive teams and connect with people from many different backgrounds.
- Strong administrative and computer skills.
- Skilled in telecommunications and database usage required.
- Proven capacity to apply independent judgment in planning, prioritizing, and organizing multiple tasks in a diversified workload.
- Strong intellectual curiosity.
- Bachelor's degree required; 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.
- Please indicate “Manager, Afterschool Development Initiatives” in the subject line for fastest consideration.

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