



Title: Senior Special Events Coordinator

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

Status: Full Time Non-Exempt

Reports to: Assistant Director of Development, All Stars Project of New York

*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

We are seeking an energetic Special Events Manager based in our national headquarters in New York City who is ready to join a dynamic team, and play a key role in creating inspiring events and involvement opportunities for donors, corporations, and foundations that support our youth development programs.

At the All Stars Project (ASP) our hallmark is involvement philanthropy, which connects supporters directly to our mission and our youth. The Special Events Manager is responsible for planning and producing key fundraising events for the Development Department and involvement opportunities for supporters. The Special Events Manager will produce our annual Learning from Leaders Luncheon, which raises \$650,000 a year in private funding for the Development School for Youth (DSY) program. This person will also produce between 8-12 ASP events annually, including Back to School, house parties, cocktail hours, Alumni and Young Professional fundraisers, and Board Meetings.

Job Responsibilities

- Produce Learning from Leaders Luncheon for 300+ business leaders that raises \$650,000. Oversee every aspect of the event, including managing budget for the event, contracting vendors, organizing 20+ volunteers, and executing a dynamic on-stage program that includes corporate speeches, youth testimonials, and performances.
- Line produce the National Gala at Lincoln Center, ASP's largest national event raising \$2 million each spring, which brings together 450 business and philanthropic leaders from across the country. As line producer, manage the budget, organize staff, manage the graphics, execute an on-stage presentation, in two parts, that includes youth performances, speeches, youth testimonials, and much more.
- Produce other special events including, but not limited to Board and Trustee meetings, donor cocktail parties, corporate host trainings, house parties, and Back to School.
- Manage budgets and produce invitations and marketing materials for events.
- Recruit, organize, and lead groups of staff and volunteers on site at events.
- Complete additional tasks as assigned by the Assistant Director of Development, Director of Development, and Chief of Staff.

Qualifications

- 3+ years of special events experience.
- Strong verbal and written communication skills.
- Strong leadership and interpersonal skills.
- Ability to clearly articulate the All Stars mission and impact to a broad range of people.



- Detail-oriented, organized, and motivated.
- Superb administrative skills including use of MS Word, Excel, PowerPoint, and Outlook.
- Experience in Raiser's Edge and MailChimp preferred.
- Comfortable working in a fast-paced entrepreneurial environment.
- Demonstrated experience working with donors and volunteers.
- Flexibility in schedule. Some evenings and weekends are required for special events or other activities.
- Understanding of poverty-related issues and a commitment to our mission.

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 "Senior Special Events Coordinator" in the subject line for fastest consideration.