



Title: Development Associate

Job Location: Chicago, IL

Status: Full Time Non-Exempt

Reports to: Assistant Director of Development, ASP of Chicago

*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.*

Role Description:

The Development Associate will function as a key part of the team that is growing philanthropic partnerships to support youth and poor communities, our afterschool development and performance based approach and mission, and campaign to establish a Center for Afterschool Development in downtown Chicago. This position will drive, manage and support the diverse activities that make up our development program including operational, producing and database support for major special events, drafting communications, coordinating mail and email outreach campaigns, producing stewardship, and solicitation meetings as well as activities that bring supporters together with Chicago's youth.

Key Responsibilities

- Coordinate and help execute fundraising initiatives including annual campaign mailings, email solicitations and special event leadership campaigns
- Provide administrative support to the development team for cultivation meetings and special events including cocktail receptions, All Stars talent show visits and hands-on volunteer opportunities for supporters.
- Create communications materials and quarterly newsletters.
- Coordinate registration and seating for major special events.
- Produce quarterly board meetings and prepare written, verbal and visual presentations for business meetings
- Manage donor stewardship and gift acknowledgment programs
- Assist in the management of expense budgets; prepare and traffic new gifts and pledges
- Complete additional tasks as assigned.

Essential Skills & Abilities:

- 1-3 years of nonprofit or equivalent professional office experience required
- Interest in learning and participating in the All Stars Project model of involvement philanthropy in support of All Stars youth development approach
- Passion and commitment to working with youth and poor communities
- Strong verbal and written communication skills
- Strong interpersonal skills and the ability to interact and communicate professionally with individuals at all levels of the organization.
- Highly detail-oriented, organized, and motivated
- Strong intellectual curiosity
- Comfortable working in a fast-paced entrepreneurial environment
- Superb administrative skills including use of MS Word, Excel, PowerPoint, and Outlook.

Other Qualifications:

- Bachelor's degree or equivalent experience required.
- Flexibility in schedule. Some evenings and weekends are required for special events or other activities during peak season.
- Knowledge of Raisers Edge or other equivalent database program

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, now reaching over 20,000 youth from poor communities and their families through innovative, free programs in six cities each year. All Stars raises \$10 million in private funding annually from more than 4,000 individual, corporate, and foundation supporters. We have a unique grassroots and relationship-oriented approach and model to fundraising.

Working in neighborhoods that have been hit the hardest by violence — the south and west sides — the All Stars Project of Chicago has touched the lives of more than 25,000 youth and families over the past 11 years. The business and philanthropic communities have stepped up with All Stars to address the city's tough issues and have launched a comprehensive campaign to establish a downtown center for Afterschool Development to connect our young people to the success of their city, and to caring adults who are their partners in growth.

How to Apply

Send resume and cover letter along with minimum salary requirements (Word or PDF format only) to jobs@allstars.org. Please tell us why you're interested in this role!

Indicate "Development Associate, ASP of Chicago" 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>