



Title: Assistant Director of Development

Job Location: Chicago, IL

Status: Full Time Non-Exempt

Reports to: Associate Campaign Director, ASP of Chicago

ASP of Chicago was launched in 2007 and has attracted dynamic leadership and support from our local business and philanthropic community. In 2016, we launched an expansion campaign to establish a Center for Afterschool Development in the heart of downtown Chicago, which is a new vision for engaging Chicago's history of divisions and inequality. Modeled after successful All Stars Centers in New York City and New Jersey, the Chicago Center will be a hub for everyone who wants to bring performance and development to our city. It will strengthen partnerships between our city's affluent and poor communities, expand growth opportunities for youth and adults and advance the field of Afterschool Development as a new way of engaging poverty in Chicago.

We are seeking an Assistant Director of Development who is ready to join a dynamic team and play a key role in growing our philanthropic partnerships and fundraising to support our mission and vision.

Job Summary

The Assistant Director of Development will be a leader in the Chicago office, with a focus on building personal relationships with individual, corporate and foundation partners. The Assistant Director of Development will have responsibility, with the Executive Director and Associate Campaign Director, for reaching ASP of Chicago annual fundraising goals and personally conducting face-to-face solicitations to grow the City Leader Circle annual giving group. The City Leader Circle is a giving and involvement vehicle for everyone across Chicago who wants to join our growth campaign by supporting All Stars programs with a gift of \$1 - \$9,999. The Assistant Director of Development will manage a portfolio of individual, corporate and foundation relationships, produce cultivation events and be trained in fundraising management of the All Stars Project of Chicago (100% privately-funded). The position will staff the Development School for Youth Executive Leadership Council. This is an opportunity for leadership and growth within our organization. The Assistant Director of Development will report to the Associate Campaign Director, ASP of Chicago.

Job Responsibilities

Annual Campaign Leadership

- Build the City Leader Circle giving group by connecting supporters to involvement opportunities and personally soliciting gifts of \$100 - \$9,999
- Conduct 2-5 meetings per week with current supporters and new giving prospects to steward relationships and acquire new donors.
- Manage direct mail and phone outreach campaigns
- Manage and steward select foundation prospects and supporters

Leadership Development

- Partner with Development School for Youth (DSY) program leader to staff the Executive Leadership Council, and create aspirational campaign for expanding corporate partnerships.
- Develop new annual City Leader Circle fundraising event; recruit honorees and manage event leaders to meet fundraising goals
- Work with national team of fundraising leaders in monthly training contexts interfacing with peers in New York, New Jersey, Dallas and San Francisco.

Stewardship and Events

- Partner with ASP of Chicago City Leader to develop and execute City Leader Forums and other engagement events to expand base of annual supporters
- Design and execute communications strategies to support the above.
- Play a key role in campaign cultivation events
- Oversee gift acknowledgement process
- Lead teams of people – staff, board members, volunteers – on fundraising, events and other special projects.

Qualifications

- 3-5 years of direct fundraising experience required, including personal solicitations or event sales
- Bachelor's degree or equivalent experience required. Master's degree preferred.
- Knowledge of the Chicago business community and corporate social responsibility efforts.
- Highly detail-oriented, organized, and motivated.
- Strong verbal and written communication skills.
- Superb administrative skills including use of MS Word, Excel, PowerPoint, and Outlook.
- Strong aptitude for learning database and online development tools, with experience in Raiser's Edge and MailChimp/Constant Contact preferred.
- Proven capacity to apply independent judgment in planning, prioritizing, and organizing multiple tasks in a diversified workload.
- Strong leadership and interpersonal skills and the ability to interact and communicate professionally with individuals at all levels of the organization.
- Flexibility in schedule. Some evenings and Saturdays are required for phone shifts, special events or other activities during peak seasons.
- Strong ability to convey the strategy and unique approach of the All Stars Project in the growing field of Afterschool Development.
- Understanding of poverty-related issues and a commitment to creating educational and developmental opportunities for inner-city youth in outside of school contexts.

About the All Stars Project

The All Stars Project transforms the lives of youth and poor communities using the developmental power of performance, in partnership with caring adults. The All Stars Project is a 39-year old fast-paced and entrepreneurial national nonprofit organization, reaching 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 annually from more than 4,000 individual, corporate and foundation supporters.

How to Apply

Send resume and cover letter (Word or PDF format only) to jobs@allstars.org. Indicate "**Assistant Director of Development, 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/>