

Title: Development Associate, All Stars Project

Primary Location: New York/New Jersey Metro Area

Status: Full-Time, Non-Exempt

Reports to: Fundraising Manager, ASP of New Jersey



*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.*

The Organization

The All Stars Project (ASP) is a growing national nonprofit organization whose mission is to transform the lives of youth and poor communities using the developmental power of performance, in partnership with caring adults. While the ASP's afterschool programs include hip-hop talent shows, training in theatre and the arts, and programs where we partner with the business community to help young people create a professional performance, we are doing so much more – we are building community and imagining possibility. Founded in 1981, the ASP is headquartered in New York City, and currently operates in five locations across the United States (New York, New Jersey, San Francisco Bay Area, Chicago and Dallas). The ASP is primarily privately funded, with 2/3 of our support coming from individuals.

Each year, All Stars afterschool development programs involve tens of thousands of inner-city young people and adults from all walks of life in transforming their lives and communities. The ASP believes afterschool is the best way to bring young people growing up in poor communities into the mainstream. They start to connect to opportunities, to the world of success, to the business community and have experiences that are very far from where they come from, sparking their desire to learn and grow.

Job Summary

The Development Associate is a member of the national ASP fundraising team supporting the fundraising and database administration of our successful, privately funded operation. With the database team, this person will manage our national donor acknowledgment process, including being part of developing and executing new systems for this critical work as our teams operate virtually, as well as supporting day-to-day donor administration during peak season. They will support fundraising administration and campaigns nationwide, working with colleagues in all five All Stars regions. As a core member of the development team, the Development Associate aids in meeting ASP's fundraising goals and supports specific administrative needs of the national team led by Vice President of Development. The Development Associate is a member of the national fundraising team, and reports to the Fundraising Manager, ASP of New Jersey.

Job Responsibilities

- Coordinate acknowledgement of gifts and produce acknowledgement letters for gifts nationwide, in coordination with national fundraisers.
- Process gifts during peak season.
- Coordinate pre- and post-event administrative activities including the production of the invitation mailings and email lists and gift acknowledgement letters for fundraising events.
- Lead administrative projects for fundraising team members nationwide, including supporting execution of mailings; designing email communications, producing materials and environments for phone campaigns.

- Produce virtual (and ultimately, in person) meetings internally, and with external supporters and partners, including setting up Zoom technology, creating meeting materials, and developing meeting memos and reports.
- Support and execute other assignments as directed by VP of Development, the Fundraising Manager of the ASP of New Jersey, and other development department leaders.

Qualifications

- At least two years of experience on a development team
- Strong aptitude for learning database and online development tools, with experience in Raiser's Edge, AirTable and MailChimp preferred
- 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
- 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
- Flexibility, and ability to navigate participating in different team environments
- Discretion and sensitivity in handling and safeguarding confidential information
- Bachelor's degree preferred

How to Apply

Send resume and cover letter (Word or PDF format only) to jobs@allstars.org. Please tell us why you're interested in this role and include your salary requirements. Indicate "Development Associate 2021" 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/>