



**Position:** Development Coordinator  
**Organization:** After School All-Stars  
**Location:** Newark, NJ  
**Reports To:** Executive Director

#### **ORGANIZATION BACKGROUND:**

Founded in 1992, [After-School All-Stars](#) provides free, daily afterschool programs to over 90,000 youth in over 450 school sites in 19 chapters across the U.S. Our vision is for our All Stars to be safe and healthy, to graduate high school and go on to college, to find a career they love, and to give back to their communities.

#### **A UNIQUE OPPORTUNITY:**

ASAS is currently seeking an exceptional and dynamic leader to join the core team in New Jersey as the Development Coordinator (DC). The DC will report to and work closely with the Executive Director (ED) and the national Development team to raise funds and awareness for ASAS by cultivating new corporate, foundation, and individual relationships and helping to implement the overall marketing strategy for the chapter. The DC will also be a key partner in building strategies for individual giving, marketing, and will oversee the chapter's fundraising events.

#### **SPECIFIC RESPONSIBILITIES:**

- Work with ED to build new and cultivate existing funding relationships that advance the mission and vision of ASAS with specific focus on individual giving
- Take the lead on engagement events and on organizing the annual fundraisers, working closely with the Executive Director in designing and funding the event
- Research new funding prospects and development trends
- Maintain and expand funding partnerships with current foundation and corporate supporters, including proposal writing, engaging donors in organizational events, and positioning the organization for renewal grants
- Manage internal processes for tracking donors, prospects, sponsors and funding, including maintaining accurate records of relationships, deadlines and funding requirements and ensuring compliance with applicable reporting guidelines
- Develop marketing partnerships that raise awareness of the ASAS brand, support the organization's fundraising goals, and highlights the impact ASAS makes in the community
- Implement social media and online communication strategies
- Ensure that marketing and fund development are carried out in keeping with the organization's values, mission, vision and plans
- Travel to off-site meetings, trainings and events

#### **WHO SHOULD APPLY?**

The Development Coordinator should embody ASAS's core values: *accountable, collaborative, transparent, proactive, and entrepreneurial*. To be considered for this position, you must have at least five full years of experience writing and submitting grants for a nonprofit. The individual should have experience in relationship and project management and be willing to think strategically as well as roll up their sleeves. The individual is expected to be experienced in the field of nonprofit marketing and fund development. Experience in planning and managing fundraising events is a must. Strong written and oral communication skills are essential. Creative social media skills are required. An undergraduate degree is preferred.

#### **SALARY AND BENEFITS:**

The salary for this position is commensurate with qualifications and experience of the individual candidate. ASAS promotes a healthy work/life blend and offers a competitive benefits package, including medical, dental, vision, a 403b match, 18 days of paid time off, flex time, and 15 paid holidays. ASAS is an equal opportunity employer and candidates of diverse backgrounds are encouraged to apply.



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**HOW TO APPLY FOR THE DEVELOPMENT COORDINATOR ROLE:**

Please submit a **resume and cover** letter in PDF format via e-mail to: [asasjobs@afterschoolallstars.org](mailto:asasjobs@afterschoolallstars.org). Please put "Development Coordinator" and your last name in the subject heading. Your cover letter should be no more than one page and addressed to the Executive Director.

**LEARN MORE ABOUT AFTER-SCHOOL ALL-STARS:**

To learn more about ASAS, please visit our website:  
[www.afterschoolallstars.org](http://www.afterschoolallstars.org) | [www.ASAPugetSound.org](http://www.ASAPugetSound.org)