



Position: Director, Foundation Relations

Organization: After School All-Stars

Location: Los Angeles, CA

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:

The Director of Foundations Relations is a key member of the Development leadership team and will focus on raising revenue to support ASAS' national organization as well as support our after-school programs across the country. This is a new role that will focus ASAS' efforts in securing and renewing foundation funding from national, state, and local philanthropic sources. This role will cultivate new relationships as well as maintain existing ones and will work with ASAS staff across the organization. The role will supervise a grant writer and it is expected that he/she will also undertake significant grant and report writing, especially as the team grows. Position will report to the Chief Development Officer.

SPECIFIC RESPONSIBILITIES:

FOUNDATION RELATIONS

- Develop a foundation revenue strategy, together with the Chief Development Officer, with set goals and timeline, to increase private, community and family philanthropic resources year-to-year
- Develop a system for continuously sourcing foundation prospects for national and chapter revenue and determine how to implement with existing structure
- Cultivate new and maintain existing foundation relationships, including arranging meetings as necessary across the organization
- Develop engagement plans for each major prospect and existing funder relationships
- Interact directly with philanthropic leaders and represent the organization in the utmost professional and ethical manner

STEWARDSHIP

- Work with the Director of Development Operations and Salesforce administrator to create a unified gift acknowledgement and donor stewardship system.
- Coordinate with the marketing department in the creation and distribution of the annual report and supplementary reports to donors.
- Partner with the marketing department to create donor/general communications that highlight the impact of donor support (i.e. donor newsletters and story-telling).

GRANT RESOURCES

- Manage the development of grant writing resources to ensure LOIs and proposals written across the network convey up-to-date information regarding ASAS programs, evaluation, and impact
- Be a resource and thought partner to the ASAS network for grant assistance and foundation relations best practices
- This role, as with many in the growing Devo Department, will take on many grant-writing and report-writing responsibilities as the department expands

OPERATIONS

- Use Salesforce CRM system to track foundation revenue accurately and ensure donor contacts, correspondence, calls, etc. are recorded consistently
- Use data systems effectively to track grant proposal and reporting requirements, and serve as the primary development team member partnering with operations/finance team to manage the reimbursable grants process

DEVELOPMENT TEAM LEADERSHIP

- Be a proactive member of the Development team
- Work closely with Programs and Evaluation to ensure up to date knowledge of programs



Position: Director, Foundation Relations

Organization: After School All-Stars

Location: Los Angeles, CA

- Mentor and orient new staff at the national and chapter level to for fundraising capacity
- Develop fundraising resources as needed
- Analyze data regularly to make metrics-based decisions
- Other duties as needed

WHO SHOULD APPLY?

The Director of Foundation Relations will exemplify ASAS's core values: proactive, transparent, accountable, collaborative, and entrepreneurial. The ideal candidate will be extremely organized and detailed-oriented with strong analytical and communication skills. Ability to multi-task and adapt to changing position demands are key. Team building and a collaborative working style are important attributes, in addition to:

- 5-10 years of relevant experience, to include a combination of direct donor engagement work, grant writing, and fundraising work, with progressively growing responsibilities.
- Knowledge of the philanthropic landscape, including a working knowledge of national and private foundations
- Comfortable with research, writing, and public speaking
- Comfort with a multi-faceted role and the ability to be organized in a dynamic organization.
- Collaborative and detail-oriented with the ability to lead and to be of service to national and chapter leadership
- Resourceful with the ability to quickly grasp and synthesize our programs with a deep interest in our mission
- Excellent writing and public speaking skills
- Highly customer service-oriented
- An undergraduate degree is required, graduate degree preferred

SALARY AND BENEFITS:

The salary for this position is commensurate with qualifications and experience of the individual candidate. ASAS offers a competitive benefits package, including medical, dental, vision, 18 days of paid time off, and 15 paid holidays.

ASAS is an equal opportunity employer and candidates of diverse backgrounds are encouraged to apply.

HOW TO APPLY FOR THE DIRECTOR OF FOUNDATION RELATIONS ROLE:

Please submit a **resume and cover letter** in PDF format via e-mail to: asasjobs@afterschoolallstars.org. Your cover letter should be in PDF format and indicate how your experience is in direct alignment with the mission and vision of After-School All-Stars.

Please put "Director of Foundation Relations" and your last name in the subject heading.

LEARN MORE ABOUT AFTER SCHOOL ALL-STARS:

To learn more about ASAS, please visit our website: www.afterschoolallstars.org