



Position: Development & Communications Associate

Organization: After School All-Stars North Texas

Location: Dallas, TX

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 goals for our All-Stars are: to be healthy and active, to graduate high school and go on to college, to find a job that they love and to give back to their communities. We achieve this by identifying and fueling our students' individual passions, tying their interests to tailored academic support, enrichment and health and fitness programming.

A UNIQUE OPPORTUNITY:

The Development & Communications Associate (DCA) role for the North Texas chapter of After-School All-Stars reports to the Executive Director. The DCA will lead development systems, gift processing, and reporting for the North Texas chapter as well as support communications for all departments. DCA will be responsible for the stewardship and execution of grants and all related deliverables.

SPECIFIC RESPONSIBILITIES:

- Research prospective donors and exercise discretion and independent judgement on adding them to the queue of funding solicitations
- Write initial grant proposals and reports with strategy and support from chapter leadership
- Facilitate collaboration between ASAS Operations, Program, Evaluation, and Development staff to ensure grant proposals and budgets reflect funding needs, gaps, and opportunities
- Create and maintain up-to-date grant language to ensure LOIs and proposals reflect up-to-date aspects of ASAS programs
- Develop and maintain a body of current impact data and stories, research, statistics, and citations regarding the populations served by ASAS for use in grant proposals and development communications
- Lead written communication to support all departments for North Texas chapter
- Be a proactive member of the development team
- Manage Development interns seasonally
- Manage all associated data via Salesforce.com non-profit CRM database including data entry, maintaining data integrity, providing reports, and filing hard copies
- Produce and disseminate customized donor information materials
- Maintain accurate records of relationships, deadlines and funding requirements and ensure compliance with donor, sponsor and funder reporting guidelines
- Manage stewardship of grants through the grant management tool in collaboration with the Operations Manager

WHO SHOULD APPLY?

The DCA will embody ASAS's core values: entrepreneurial, collaborative, transparent, accountable, and proactive. An undergraduate degree is required. The successful candidate will be extremely organized and detail oriented, have strong communication skills, excellent writing skills, and the ability to write in different styles, be capable of multi-tasking and juggling multiple priorities and deadlines. 2 years of experience in related field required. In addition to the following:

- Proven experience writing grant proposals
- Solid understanding of development principles
- Demonstrable ability to multi-task and adhere to deadlines
- Well-organized with attention to detail
- Excellent knowledge of MS Office, Office 365, and online applications (CRM tools, Online analytics, Google Adwords etc.)
- Proficient in WordPress
- Proficient in both Windows and Mac OS
- Outstanding written and verbal communication



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- Tech savvy

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.

HOW TO APPLY FOR THE DEVELOPMENT & COMMUNICATIONS ASSOCIATE ROLE:

Please submit a resume, writing sample and cover letter in PDF format via e-mail to:

asajobs@afterschoolallstars.org. Your cover letter should be in PDF format, addressed to the Senior Director of Talent Development, and indicate how your experience is relevant to this role with [After-School All-Stars](#). Please put "DCA" 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