



Position: Marketing & Development Coordinator  
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 Marketing & Development Coordinator (MDC) role for the North Texas chapter of After-School All-Stars reports to the Operations Manager. The MDC will be responsible for the Chapter's marketing and design, development and donor relations, and other interdepartmental requirements. MDC will be responsible for the stewardship and execution of content creation, presentation collateral, social media, and email marketing campaigns.

### **MARKETING AND DESIGN:**

- Work closely with ED to develop marketing partnerships that both raise awareness of the ASAS brand and support the organization's fundraising goals
- Creative copy writing for campaigns/email marketing, and social media
- Develop marketing collateral for all departments in alignment with branding and marketing guidelines
- Manage vendor relationships for all swag and organizational signage
- Manage updates to the website in WordPress
- Graphic design for fundraising campaigns, program recruitment, events

### **DEVELOPMENT AND DONOR RELATIONS:**

- Assist in event planning and implementation for all ASAS North Texas events including Rising Stars Luncheon and Women's Leadership Breakfast
- Manage corporate partner activation and employee engagement events
- Draft and edit PowerPoint decks for external partners
- Work closely with the Development & Communications Associate to support chapter activities related to fundraising events, donor recognition, PR efforts and other marketing and development campaigns as they arise

### **ADMINISTRATION (OTHER):**

- Manage photo and video library
- Other duties as assigned

### **WHO SHOULD APPLY?**

The MDC will embody ASAS's core values: entrepreneurial, collaborative, transparent, accountable, and proactive. The successful candidate will be extremely organized and detail oriented, have excellent written and verbal communication skills, the ability to follow creative direction, and be a fast learner capable of multi-tasking and juggling multiple priorities and deadlines. 1-3 years of nonprofit and/or marketing experience is required. In addition to the following:

- 1-3 years of Nonprofit and/or Marketing experience is required
- Proven experience and understanding of marketing principles
- Above proficient skills in Microsoft Office 365, Adobe Suite, WordPress, and other online CRM tools
- Well-organized with attention to detail and a customer-oriented approach
- Outstanding written and verbal communication and people skills



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#### **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, 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 MARKETING & DEVELOPMENT COORDINATOR ROLE:**

Please submit a resume, a design sample and cover letter in PDF format via e-mail to: [northtexasjobs@afterschoolallstars.org](mailto:northtexasjobs@afterschoolallstars.org). Your cover letter should be in PDF format, addressed to the Operations Manager, and indicate how your experience is relevant to this role with [After-School All-Stars](#). Please put "MDC" 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.asasnorthtexas.org](http://www.asasnorthtexas.org)