



**Position:** Relationship Manager  
**Organization:** After School All-Stars  
**Reports To:** Senior Relationship Manager  
**Location:** Flexible

### **ORGANIZATION BACKGROUND:**

Founded in 1992, [After-School All-Stars](#) provides free, daily afterschool programs to youth in school sites in 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:**

After-School All-Stars is seeking a mission-focused Relationship Manager to be part of its national Development team. This is a dynamic role, with opportunity for exposure in fundraising with funding partners in sports, entertainment, as well as cause marketing. This is the ideal position for a fundraising professional seeking career development in a fast-paced and exciting work environment that will require a diverse array of skills. The successful candidate will be able to support a wide range of development functions and would enjoy working in a rapidly evolving entrepreneurial organization.

### **SPECIFIC RESPONSIBILITIES:**

#### **Relationship Management & Volunteer Engagement**

- Manage a portfolio of corporate and foundation relationships focused on year-round engagement through development and implementation of engagement plans for top accounts.
- Ensure timely submission of all funder deliverables in collaboration with Development, Finance, and Programs & Evaluations teams including renewal applications and reports.
- Track and manage delivery of any agreed upon corporate sponsorship benefits such as visibility and employee volunteer engagement opportunities.
- Plan and coordinate impactful volunteer engagement for corporate partner employees to deepen relationships and support local chapters
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#### **New Business & External Visibility**

- Cultivate and manage relationships with new funders to secure 2 – 4 new gifts yearly.
- Develop competitive corporate and foundation proposals to secure new funding, in collaboration with Development, Programs & Evaluation teams.
- Collaborate with VP of Development and Senior Relationship Manager to identify external visibility opportunities and plan funder engagement events.
- Develop briefing materials for ASAS leadership new business efforts.

#### **Prospect Research and Pipeline Cultivation**

- Lead prospecting efforts to identify new corporate and foundation funding opportunities, including conducting extensive research on each prospect to determine alignment with organizational priorities.
- Collaborate with Development team to maintain and manage a robust pipeline of new funding opportunities.

### **WHO SHOULD APPLY?**

The Relationship Manager will embody ASAS's core values: entrepreneurial, collaborative, transparent, accountable, and proactive. An undergraduate degree is required. The successful candidate will have 3+ years of experience in non-profit development, sales, or another relevant role with demonstrated success closing deals of \$25K or above. Excellent writing skills (writing samples required) and outstanding oral communication skills. The candidate should be highly organized and resourceful and the ability to work autonomously, multi-task, and manage deadlines. Excellent interpersonal skills and ability to work collaboratively on a team and passionate and committed about ASAS' mission. Salesforce experience preferred.



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

The salary range for this position is commensurate with qualifications and experience of the individual candidate. This is a full-time non-exempt position. ASAS offers competitive benefits including, but not limited to 18 days of paid time off, 15 paid holidays, flex time, health, dental, vision, and an employer match for our 403(b) plans.

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

#### **HOW TO APPLY FOR THE RELATIONSHIP MANAGER ROLE:**

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