



**Vice president of Development**

**Position Description**

**ABOUT OUR CLIENT**

Eunice Kennedy Shriver started the concept of Special Olympics in 1963 as a day camp for people with intellectual disabilities to provide them with the therapeutic effects of physical fitness and sports. In 1968, she organized the first International Special Olympics Games, where 1,000 athletes from the United States, Canada and France competed. That year, Special Olympics was founded as a nonprofit organization.

**Special Olympics Southern California (SOSC)** is a nonprofit organization that empowers individuals with intellectual disabilities to become physically fit, productive and respected members of society through sports training and competition. It is one of 52 Chapters within the United States and part of Special Olympics, Inc., which serves 4.9 million Special Olympics athletes – ages 8 years old and up who come from 172 countries. There is also a young athletes program for children ages 2 to 7.

**The mission** of Special Olympics Southern California is to provide year-round sports training and athletic competition in a variety of Olympic-type sports for children and adults with intellectual disabilities, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of gifts, skills and friendship with their families, other Special Olympics athletes and the community.

**Our vision** is to promote acceptance, inclusion, and well-being for people with intellectual disabilities through sports.



Bill Shumard has served as President/CEO of Special Olympics Southern California (SOSC) since June 2005, taking over the leadership role of the organization after spending five years as a member of SOSC's Board of Directors. Under Shumard's leadership, SOSC has made numerous strategic changes and improvements designed to position the organization for significant athlete growth.

In 2015 they hosted the Special Olympics World Summer Games in Los Angeles which was a huge success and most recently they have begun rolling out a new sports plan so that they can offer training and competition year-round. This includes the addition of new sports offerings including flag football and cheerleading as well as a host of their traditional sports. With the support of 17,752 volunteers and 15,814 families or guardians of their athletes, SOSC now serves 34,500 athletes who participate in 207 athletic events.

**SOSC is compiled of 9 regional offices across Southern California**, from San Luis Obispo to San Diego. They are fiscally sound with an annual budget of approximately \$12 million, a strong balance sheet, and a staff of 87, complimented by dedicated volunteers. They also boast a 4-Star rating from Charity Navigator and is a Gold Medal participant on GuideStar. SOSC continues to build the next generation of leaders, creating programs in schools throughout Southern California where Special Olympics becomes part of the fabric of school and community life and also generates participation that lasts a lifetime.

SOSC is positioned for even greater success. With this enterprise commitment to serve more athletes, SOSC has inspired a dedicated 53 member Board who implement a Board fundraising challenge every year. Over the past few years they have seen 100% commitment and raised an average of \$1.3 million through a give-get policy.

SOSC has been strategic in implementing a diverse range of successful fundraising streams. These include their Law Enforcement Torch Run, and an array of special events including their Special Olympics on Parade and “We run the City, USC and UCLA 5k and 10k rivalry run/walk”. They also have a Dream House raffle and a mix of corporate and individual donations, as well as foundation grants and government grants. One of the opportunities for the new Vice President of Development, is to continue to build upon the momentum of success of their current fundraising sources and, also engage the organization with strategies and infrastructure to increase their individual major gifts.

The Vice President, Development is responsible for strategically planning and directing the revenue-generating efforts for Special Olympics Southern California (SOSC). As a member of the Senior Leadership Team, the Vice President shares responsibility for setting the strategic direction of the organization and for providing general leadership to ensure the successful achievement of SOSC’s mission and goals. He/she will lead a strong Philanthropy Team to cultivate and solicit gifts to benefit SOSC’s current and future programs. Will design and implement a comprehensive plan for expanding and diversifying SOSC’s donor base/pipeline and work closely with other team members to secure funding through major gifts, special events, corporate and foundation support, and new initiatives. The Vice President Development’s direct reports are: VP, Major Gifts; Sr. Director, Grants & Foundation Relations; Director, Corporate & LETR Sponsorships; Director, LETR; Manager, Special Events

The successful candidate displays a high level of professionalism, excellent interpersonal skills and demonstrates strength in leading and developing team members to accomplish a shared goal and vision. In addition, must have the ability to establish and nurture relationships with major donors, interact with community leaders, key partners, and all levels of staff, volunteers and Board members. The ideal candidate is actively involved on community boards and highly visible at community events to cultivate new relationships and represent SOSC as a viable, highly impactful non-profit organization. The VP will work strategically with the Board of Directors and volunteer leadership committees to help reach the philanthropic goals of the organization.

### **Key Responsibilities**

#### **Strategic Planning: 10%**

- Collaborates with Board of Directors, Senior Leadership, Development team, and Field staff to create strategic fundraising plan for SOSC and develop organization-wide growth strategy. Develops and communicates clear long- and short-term strategic plans, leads development staff to implement and maintain structured fundraising program, and builds and maintains a strong volunteer structure for development. Monitors and reports regularly on the progress of the Development program.

### **Development Operations: 10%**

- Responsible for creating and/or maintaining organization-wide Development guidelines and practices. Ensures SOSOC's Development practices are in compliance with all laws, regulations and the Special Olympics accreditation. Works with colleagues to ensure SOSOC maintains positive image and high ratings with industry leaders such as Charity Navigator. Oversees maintenance of donor services database, including the donor acknowledgement process. Explores and utilizes opportunities to use technology and innovative fundraising tools to increase revenue and enhance the donor experience. Uses or develops systems to drive revenue, track performance, improve quality, and increase efficiency.

### **Portfolio Management & Donor Relations: 20%**

- Personally solicits large, individual, corporate and when possible foundation gifts. Seeks new corporate and individual funding sources, and maintains and builds relationships with current and past donors both personally and as part of an organizational effort. Implements stewardship program aimed at cultivating deeper ties with donors. Participates in cultivation, solicitation, stewardship and recognition of donors and sponsors. Maintains efficient record-keeping of his/her donor or prospect activity within Raiser's Edge, and enforces overall database maintenance among the Development staff. Responsible for partnering with colleagues to execute Dream House Raffle, Integrated Direct Marketing Program and School and Youth Fundraising. Serves as primary lead for all Special Olympics Incorporated (SOI) /Special Olympics North America (SONA) development initiatives.

### **Supervisor Duties 20%**

- Maintains and develops staff by recruiting, selecting, orienting, on-boarding, coaching, providing feedback and training employees. Supports professional development. Explains, guides, and enforces systems, policies and procedures. Counsels as needed.
- Maintains safe and healthy work environment through observation, coaching and training. Develops schedules, provides resources, assigns and monitors work. Controls expenses by gathering and submitting budget information, monitoring variances and implementing corrective actions.
- Maintains own professional and technical knowledge and that of team members. Contributes to team morale and motivation. Schedules regular team meetings for each team member to share information, challenges and successes. Keeps team informed of organization happenings. Responsible for team meeting their goals, and overall achievements of department.

### **Field Fundraising Support: 10%**

- Develops Field fundraising strategies in collaboration with Division AVP's and/or Field Development staff to maximize revenue opportunity; Works with Development staff to create toolkits and templates that support priority fundraising initiatives; Leverages existing relationships to assist Field in growing network of support; Work collaboratively across functions to execute plans and build internal relationships.

### **Budget and Financial Tracking: 5%**

- Working with Development Team, creates, manages and oversees Development budgets, and oversees the identification, coordination and tracking of budget relieving in-kind donations of both goods and services. Assists the Development Team in achieving overall annual fundraising goals.

### **Board of Directors Liaison: 5%**

- Provides leadership to Development-related Committees of Board of Directors and serves as relationship manager for select board members.

**Other** - Performs other duties as assigned.

### **Individual Goals: 20%**

## QUALIFICATIONS

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience:**

- Minimum 15 years of development experience, with at least five years at a senior level supervising both paid staff and volunteer leadership committees.
- Bachelor's degree or equivalent required, CFRE or advanced degree preferred.

### **Skills and/or Abilities:**

- Demonstrated organizational skills and experience in budget management, staff supervision, and staff development. Able to inspire and motivate others, and provide strong and innovative leadership in developing and implementing programs.
- Demonstrated skill and success in strategic planning for development, including annual giving, corporate and foundation giving, planned giving and major gifts.
- Experience with high revenue generating events and the ability to determine key success factors, identify growth strategies, and maximize ROI.
- Extensive knowledge of the corporate and foundation community, and a proven track record of fundraising success with corporations and individuals, and with developing successful partnerships with companies and organizations.
- Ability to work successfully in a nonprofit structure by fostering cooperation and communication among Chapter, Region and Area staff.
- Excellent written and verbal communication skills.
- Ability to think conceptually.
- Demonstrated ability to partner with executives as well as employees to help drive business results.
- Proficiency in using computer equipment and software, including Microsoft Office and Raiser's Edge or similar CRM system.
- Demonstrated ability to handle confidential information.
- Ability to travel and to work evenings and weekends to meet job requirements.
- Have valid California driver's license and meet minimum California vehicle insurance requirements.
- Ability to pass background screen in regards to criminal and driving history.

### **TO APPLY:**

Please send resumes to:  
Sterling Search, Inc.



[info@sterlingsearchinc.com](mailto:info@sterlingsearchinc.com)  
Phone: 714-433-7040 or 714 433 7042

Direct all correspondence emails and telephone calls to Sterling Search, Inc.

Any resumes sent or telephone calls made to the SOSC will be redirected to Sterling Search, Inc.  
SOSC is an Equal Opportunity Employer.