



Development Manager II (Central Region)

Position Description

Position Located: Los Angeles Office (Intersection of Central and Pico)

ABOUT OUR CLIENT

Eunice Kennedy Shriver started the concept of Special Olympics in 1962 as a day camp for people with intellectual disabilities to provide them with the benefits of physical fitness and sports. In 1968, the first International Special Olympics Games were held, where 1,000 athletes from the United States, Canada and France competed. That same year, Special Olympics, Inc. (SOI) was founded as a nonprofit organization and currently serves more than 6.3 million athletes and Unified partners in 193 plus countries.

Special Olympics Southern California (SOSC) was founded in 1969 as a nonprofit organization. It is one of 52 Chapters within the United States and has presence from Kern/San Luis Obispo Counties to San Diego County. They currently offer 13 sports across 4 seasons, serve over 38,000 athletes in their community and school-based programs and utilize the talents of over 13,500 volunteers. They also offer opportunities for athletes to improve their overall health and wellness, gain leadership skills and much more. Their next 5-year strategic plan will be developed in 2021, making this a great time to join us and make an impact.

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.

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

SOSC is managed in three Divisions (North, Central & South) and includes 9 regional offices across Southern California, from San Luis Obispo to San Diego. They are fiscally sound with a strong balance sheet, a dedicated staff of 87, complimented by a strong business and operational structure. 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 a commitment to serve more athletes, SOSC has inspired a dedicated 53-member Board who to implement a Board fundraising challenge. Over the past few years they have seen 100% commitment and raised an average of \$1.3 million through a give-get approach. SOSC has been strategic in implementing a diverse range of successful fundraising streams. These include the Law Enforcement Torch Run, and an array of special events including Pier del Sol, Plane Pull 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 a percentage of government grants.

<https://www.sosc.org/>

Key Responsibilities

The **Manager II, Development, reporting to the Assistant Vice President** is responsible for raising funds and generating support through events, sponsorships, planning, management and implementation of events within assigned regions. The Manager II is also responsible for assisting officers in the overall success of the Law Enforcement Torch Run (LETR) portfolio. The Manager II is responsible for working with staff and volunteer leaders in the Central Division to identify more ways to involve volunteers in ongoing operations. Possesses and applies a broad knowledge of principles, practices and procedures.

Fundraising / Special Events (35% = 20% Individual Goals & 15% Team Goals)

- Develops and manages assigned fundraising events in the Central Division.
- Develops and adds new events, as needed.
- Oversees the development of fundraising collateral materials such as program books, corporate sponsorship packages, event invitations, flyers, signs and presentations.
- Recruits & supervises volunteers in performance of event duties and responsibilities.

LETR (20%)

- Serves as LETR liaison for division.
- Assist with stewardship of LETR relationships with the goal of having every agency/station host a minimum of one Tip-A-Cop (Tip-A-Cops are held at local restaurants with Local Law Enforcement officers acting as servers asking for donations for Special Olympics), yearly.
- Assists in the activation and logistics of assigned Tip-A-Cops.
- Recruits and trains LETR Street Teams to assist with Tip-A-Cops.
- Provides ongoing leadership support to the Torch Run coordinators within the Central Division
- Yearly reviews Torch Run Final Leg route with agencies involved to ensure agencies routes are accurate and meet the needs of the agencies.
- Provides logistical support before and during the run; including volunteer and athletes' participation.
- Recruits and trains Torch Run volunteers to assist the day of with route coverage.
- Oversees Honored Guest tent at Division Games. Connects Law Enforcement agencies to local competitions and programs.
- Recruits Law Enforcement to present medals at regional competitions.
- Connects Law Enforcement agencies to local competitions and programs

Volunteer Engagement (10%)

Recruiting & Cultivation

- Identifies potential volunteers and interns, nurtures existing relationships, and promotes volunteer and internship opportunities.
- Identifies prospective volunteers for committee membership.

- Conducts secondary screenings of volunteers and interns for cultural and positional fit
- Ensures that each event has a volunteer committee of 5 -10 volunteers.

Training & Orientation

- Ensures proper onboarding of designated Development volunteers and interns.

Support & Collaboration, Evaluation & Recognition

- Assists in staffing and supporting designated councils and committees.
- Works as the lead staff person with event committee Communicates regularly with designated volunteers and interns regarding assignments.
- Works with event chairs to develop committee meeting agendas and to manage the work of the committee.
- Works with division staff and event chairs to grow committee membership, as needed.
- Collaborates with volunteers and interns to address challenges and capitalize on opportunities.
- Maintains a log of volunteer and intern achievements for recognition purposes.

Event Budget and Financial Tracking 10%

- Creates, manages and oversees special events within the LETR and Special Events portfolio.
- Tracks and processes all event related invoices. Identifies, secures, coordinates and tracks budget relieving in-kind donations of both goods and services.

Donor and Sponsor Management 10%

- Assists in cultivation, solicitation, stewardship and recognition of donors, sponsors and volunteers supporting LETR and Special Events.
- Updates and maintains the database of donors and prospects as it relates to special events;
- Maintains efficient record-keeping systems within Raiser's Edge / NXT.

Risk Management 5%

- Oversees all aspects of Risk Management of assigned events to ensure compliance with SOSC policies, including but not limited to volunteer screening and registration, contract review process, event facility and logistics set-up.

CORE VALUES

Be ATHLETE centric

- Lets the interests of the athletes drive daily decisions and actions
- Makes wise use of organizational resources and time in order to maximize the experiences for our athletes.
- Seeks to incorporate athlete participation in non-sports roles

Be a TEAM player

- Places team and organizational success before individual achievement
- Recognizes the needs and offers assistance without waiting to be asked, or encouraged to do so
- Shows appreciation and acknowledges the contributions of others

Be a CHANGE agent 25%

- Seeks opportunities for professional development and applies these learnings to work
- Accepts responsibility for actions, learns from experience and displays a willingness to accept feedback
- Looks for opportunities to improve processes and enlists help of others when needed.

Be a LEADER 25%

- Shares organizational and professional knowledge with co-workers and helps to onboard new team members
- Takes on new leadership opportunities with eagerness and enthusiasm
- Represents SOSC in a knowledgeable and professional manner

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:

- B.A. degree preferred
- 7 years of experience, of which 5 years' should be in special event management
- Experience in the development of special event resources and marketing collateral
- Experience in a leadership role with lead volunteers in a committee structured environment
- Experience working with Law Enforcement preferred
- Possesses and applies a broad knowledge of principles, practices, and procedures of particular field of specialization to the completion of difficult assignments.

Skills and/or Abilities:

- Excellent oral and written communication skills
- Exceptional organizational skills, including attention to detail
- Excellent computer skills including Excel, Word and Outlook and data base
- Strong team orientation
- Ability to effectively recruit, train, and groups of volunteers
- Superior customer service skills
- Demonstrated ability to motivate people
- Strong event project management skills
- Understanding of Marketing and Design
- Ability to travel and to work evenings and weekends to meet job requirements
- Valid driver's license and meet minimum California vehicle insurance requirements
- Ability to pass background screen check of drivers' license and criminal history.

PHYSICAL REQUIREMENTS: The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee occasionally is required to stand, walk, reach with hands and arms, lift or carry up to 24 pounds, and lift

overhead up to 24 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. This job requires occasional driving. Working from home with prior supervisory permission is allowed for this position.

COMPENSATION: Position is full-time and benefit eligible; salary range is \$54,000 to \$60,000/year depending on directly related experience.

TO APPLY:

Please send resumes to:
Sterling Search, Inc.



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.

TO APPLY: <https://jobs.crelate.com/portal/sterlingsearchinc/job/pnmuo4kpwedstgadabamei1n7y>