



Job Title: Coordinator, Law Enforcement Torch Run (LETR)

Department | Location: Development | Inland Empire - Murrieta, CA

The **Coordinator, LETR** will support LETR and Special Event revenue verticals for the purpose of deepening relationships with Law Enforcement partners that lead to increased financial support of SOSC.

Reports To: Director, Development - LETR

Job Level: 2

Compensation: This is a full-time position with benefits eligible on the first of the month following 60 days of start date. The hourly range is **\$18.00 - \$22.50** depending on relevant education and experience.

KEY RESPONSIBILITIES

LETR 80%

- Support Tip-A-Cops & Torch Runs by gather supplies needed and attending, as needed.
- Create Flyers and other marketing materials for all upcoming events
- Provide administrative support to LETR and Special Events
- Provide in-person support on event day for various LETR and Special Events, as assigned
- Ensure that LETR constituents have a record in NXT with current information, run reports quarterly
- Support law enforcement officers' participation in LETR events with P2P fundraising teams, sponsorship, donation and in-kind acquisition, initiate DIY fundraising pages
- Support ongoing law enforcement officer stewardship by coordinating plaques / awards / fundraising incentives.
- Works with MARCOM department to produce fan mail / newsletters/ post social media before, during and post event.

Special Events 10%

- Support volunteer leaders that serve on event committees to drive revenue through sponsorship, donation, and in-kind acquisition, and P2P fundraising teams, initiate DIY fundraising pages.
- Supports volunteers with coordinating event logistics, as signed
- Support event committee volunteer leaders and attendees
- Coordinate with the volunteer engagement department on recruitment, registration and recognition of volunteers
- Supports sponsor benefit fulfillment

Leadership and Management 5%

- Develop professionally; self-leadership
- Coordinate and support non-event/LETR committees
- Coordinate relationships with local agencies, community groups and government agencies to drive revenue and promote SOSC
- Support meaningful internship and volunteer leadership roles with on board, excellent training, orientation and recognition

CORE VALUES

Be ATHLETE centric | Be a TEAM player | Be a CHANGE agent | Be a LEADER



Development Operations 5%

- Coordinate financial tracking of gifts
- Coordinate LETR fundraising collateral
- Receive donations and prepare for gift processing.
- Review and process Development reports (i.e. NXT)
- Record LETR, volunteers' and interns' successes and milestones within NXT
- Post volunteer opportunities and run reports on Get Connect

JOB LEVEL RESPONSIBILITIES: Using established procedures and working under immediate supervision, perform assigned tasks. Work is well defined with instructions provided. Enforces company policies. Works in multiple functional areas.

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:

- 2-3 years related professional experience & AA degree or Bachelor's degree from accredited college/university
- 2 years of experience in diversified administration, including data entry and responsibility for data base management and accuracy.
- Experience with use of social media (ideally Facebook and Twitter) a plus
- 1- 2 years of experience in volunteer development engagement
- Prior military or law enforcement experience preferred

SKILLS AND/OR ABILITIES:

- Proficiency is using computer equipment, accessing the internet and using software, including Microsoft Word, Excel, PowerPoint and Publisher. Excellent data entry skills and experience.
- Detail oriented and with excellent organizational skills.
- Ability to maintain a high degree of confidentiality in how work is conducted.
- Strong oral and written communication skills
- Ability to be a self-motivated and to work independently.
- Strong customer service skill and friendly demeanor.
- Spanish language skills helpful, not required
- Have a valid California driver's license and meet minimum California vehicle insurance requirements
- Ability to pass background screen in regards to criminal and driving history
- The employee occasionally is required to stand, walk, lift or carry up to 24 pounds

WORK ENVIRONMENT: Position's primary work location is the SOSC office. SOSC may request you work remotely on occasion and employee may request to work remotely on occasion, with advance approval. The remote work site must be distraction free, contain a proper work surface (table or desk) and have adequate Wi-Fi capability. The noise level in the work environment is usually moderate.

APPLY: Please send resume and cover letter to iejobs@sosc.org.