



Job Title: Administrator, Development | **Region:** Headquarters

Department: Development | **Office Location:** Long Beach, CA

The **Administrator, Development** is a vital member of our team, helping fuel the mission of Special Olympics Southern California by supporting fundraising and awareness efforts that directly impact our athletes. This role provides essential administrative support across all areas of the Development department, with a special focus on the Law Enforcement Torch Run (LETR) and the LETR council. From managing logistics to ensuring smooth communication, this individual plays a key behind-the-scenes role in helping us champion inclusion, empowerment, and excellence.

Reports To: Sr. Director, LETR

Compensation Level (6): This is a full-time position with benefits eligible on the first of the month following the start date. The hourly pay range for this non-exempt position is **\$24.00 - \$27.88**, depending on experience, specifically within Special Olympics.

ESSENTIAL DUTIES

LETR: 60%

- Coordinate officer stewardship through awards, fundraising incentives, and acknowledgment letters.
- Handle ordering, tracking, and distributing incentives such as Torch Run shirts and Tip-A-Cop event Incentives and other various items.
- Onboard new LETR council members with the LETR Liaison and State Director.
- Provide administrative support to LETR officers by equipping them with tools for sponsorship acquisition, managing monetary and in-kind donations, and setting up fundraising pages for LETR events.
- Provide administrative support to the Liaison, LETR Executive Council, Standing Committees, and at local LETR events.
- Support in-person events, including conducting community outreach and representing SOSOC at cultivation opportunities.
- Support LETR communications efforts, including fan mail, newsletters, and social media strategy and posting.
- Support LETR Council meetings by preparing agendas, taking minutes, and sending calendar invitations for all council, sub-committee, executive committee, and fundraising meetings.
- Support the LETR Liaison with the LETR International Conference submissions, including nominations and travel arrangements.

Special Events: 25%

- Coordinate with the volunteer engagement department and event leads on recruitment, registration, and recognition of volunteers in support of the Development team.
- Support Development team members in coordination and logistical support with in-kind acquisition, Peer to Peer fundraising teams, fundraising pages, supplies, etc.
- Support event committee volunteer leaders and attendees as assigned.
- Supports sponsor benefit fulfillment as assigned by the Manager, Partnership Activation.
- Supports volunteers, coordinating communications and logistics as assigned.



CORE VALUES

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

Development Operations: 13%

- Assist with coordinating fundraising collateral and distribution.
- Post and monitor volunteer opportunities and run reports on Volunteer Portal (Get Connected)
- Record Development related activities connected to volunteers and interns' successes and milestones within CRM (i.e. NXT)
- Review and process Development reports. (i.e. NXT)
- Support with constituent data entry into CRM system (i.e. NXT)
- Support with the preparation and distribution of acknowledgement letters and donor cultivation and stewardship materials.

Administration: 2%

- Assists in the submission of properly approved invoices to the Finance Department, ensuring compliance with appropriate contracts and adherence to budget guidelines.
 - Complete and submit individual mileage reports, credit card expense reports, and reimbursement expense reports, ensuring proper documentation, budget approvals, and compliance with organizational policies and finance deadlines.
 - Complete and submit individual timecards bi-weekly, ensuring accuracy and adherence to payroll deadlines.
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ESSENTIAL RESPONSIBILITIES: Collaborate with the supervisor to establish goals that align with the organization's strategic plan. Performs a range of tasks under direct supervision, with the ability to prioritize and manage multiple responsibilities effectively. May exercise some independent judgment and creativity, typically in close coordination with the supervisor. Decision-making authority is limited and must align with established policies and procedures. Responsible for upholding organizational policies and may provide oversight or direction to volunteers as needed.

QUALIFICATIONS: To perform this position successfully, an individual must be able to carry out all essential duties and responsibilities effectively, with or without reasonable accommodation. The qualifications listed below represent the knowledge, skills, abilities, and competencies required to perform the role at a satisfactory level. This position may be required to occasionally lift or carry objects weighing up to 24 pounds. Reasonable accommodations will be made for qualified individuals with disabilities to enable them to perform the essential functions of the position, in accordance with the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA).

WORK ENVIRONMENT: This position is primarily based at the assigned Special Olympics Southern California (SOSC) office noted above, where the typical noise level is moderate. The role involves regular driving and travel within the designated and surrounding counties. The employee may be asked to operate SOSC vehicles, rental cars, and/or event vehicles, with or without reasonable accommodation if applicable.

EDUCATION AND/OR EXPERIENCE:

- Bachelor's degree from an accredited college/university or related professional experience.
- 2-3 years of experience in diversified administration, including data entry and responsibility for database management and accuracy.
- Experience using social media (ideally Facebook and Instagram) is a plus.
- 1- 2 years of experience in volunteer development engagement.
- Prior military or law enforcement experience preferred but not required.



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SKILLS AND/OR ABILITIES:

- Ability to be flexible, multi-task, and prioritize in a dynamic work environment.
- Ability to maintain a high degree of confidentiality and work with diverse personalities.
- Bilingual English/Spanish is a plus but not required.
- Detail-oriented and with excellent organizational and data entry skills.
- Proficiency in using computer equipment, accessing the internet, and using software, including Canva, Microsoft Word, Excel, PowerPoint, and Forms, and Google Forms.
- Strong attention to detail and ability to work with frequent interruptions.
- Strong oral, written communication, and public speaking skills.
- Strong organization, people skills, customer service orientation, time management, and problem-solving skills.
- Must successfully complete a professional reference check and background screening, including a Motor Vehicle Record (MVR) review.
- Must possess and maintain a valid California driver's license and meet the minimum state-required automobile insurance coverage.
- The ability to travel throughout the assigned geographic areas, including occasional evenings and weekends, is an essential function of this position.
- If a condition prevents driving, the organization will engage in the interactive process to explore reasonable accommodations.

APPLY: Our team carefully reviews all resumes submitted for open positions. Due to the high volume of applications we receive, only candidates selected for an interview will be contacted. To apply, please email your resume and cover letter to hr@sosc.org.

Note: *This job description outlines the general responsibilities and requirements of the position and is not an exhaustive list. Duties may change or be assigned as organizational needs evolve.*