



Job Title: Manager, Partnership Activation | **Region:** Headquarters

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

The **Manager, Partnership Activation**, plays a key role in driving revenue and awareness to support our athletes and mission through corporate partnerships, sponsorships, and cause marketing. This position is responsible for overseeing and executing partnership activations, including partner events and unified experiences, while managing a portfolio of partners at the up-to-\$25k level to ensure strong engagement and fulfillment. The Manager will serve as a primary day-to-day point of contact for partner representatives, maintain accurate partner communications and records, and act as a super user for SOSOC's donor database. Additionally, this role will lead the planning and execution of the athlete festival at SOSOC's Championship competitions.

Reports To: Director, Corporate and Foundation Relations

Compensation Level (8): This is a full-time, benefits-eligible position, with benefits beginning on the first of the month following the start date. The salary range for this non-exempt role is **\$58,000.00 - \$70,080.00**, depending on experience, specifically within Special Olympics.

ESSENTIAL DUTIES

Corporate Partnership Management, Engagement and Activation: 75%

- Develop and implement partnership activation strategies in consultation with the Director, Corporate and Foundation Relations.
- Lead activation of partnership benefits and quality experience at Championships, Unified experiences (virtual and in-person), and special events, ensuring all partner agreement elements are fulfilled and executed for a portfolio of partners up to \$25k, and assist the Director with larger partners.
- Lead and oversee the planning and day-of activities of the athlete festival area at SOSOC Championship, including the oversight of key and day-of volunteers.
- Maintain toolkits, sponsorship decks, templates, and thank you letters in coordination with the Director, including maintaining and making accessible an ongoing list of assets, rights, and benefits for all SOSOC activities.
- Manage and activate a portfolio of Year-Round corporate partners valued up to \$25k.
- Manage and coordinate with appropriate SOSOC departments for support in activation of partnership elements (i.e., Athlete Leadership -athlete participation, Volunteer Services – volunteer support, Marketing & Communications).
- Provide support to the Special Events Team on Signature Fundraising events (i.e., Supporting sponsor teams and their activities at Signature events).
- Support the development team in maintaining the sponsorship "pipeline" status.
- Support the Development Team in research, preparation, and building a case for support on Partnership pitches and proposals.
- Support the stewardship and growth of existing corporate partners through consistent communication, fulfillment, and engagement, while assisting the Director in researching, cultivating, and securing new partnership opportunities.

CORE VALUES

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



Corporate Partnership Management, Engagement and Activation: cont.

- Initiate, manage, and assist corporate contacts with DIY fundraising pages and promote the SOSC brand.
- Lead the planning and execution of SOSC's Corporate Partnership Summit, including agenda design, content development, and stakeholder engagement in consultation with the Director.
- Manage and lead planning of 3rd Party Corporate Engagement Events, such as Unified Experiences, Lunch & Learns, etc., in close collaboration with the partner representative and event venue contacts to ensure seamless execution and alignment on all event details. Engage athletes, volunteers, and coaches to support events meaningfully.

Develop Operations: 18%

- Collect, compile, and evaluate proof-of-performance deliverables to demonstrate fulfillment of sponsorship benefits.
- Evaluate and screen Affinity Partnership inquiries, exercising discretion in determining alignment with SOSC's mission and objectives.
- Identify corporate leads through research of matching gift programs, event participation, and volunteer engagement, and recommend cultivation strategies.
- Oversee and maintain records of corporate partners, ensuring accurate and up-to-date documentation of interactions, opportunities, and agreements.
- Oversee and update SOSC's website Partners page to reflect accurate, current recognition of sponsors.
- Prepare and deliver post-event and year-end partnership impact reports to stakeholders, exercising independent judgment on data interpretation and presentation.

Risk Management: 5%

- Oversee risk management for assigned events, ensuring compliance with SOSC's risk policies, volunteer screening, waivers, and registration processes.
- Review and assess contracts, facility agreements, and event logistics for risk exposure, making recommendations to leadership.

Administration: 2%

- 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.
- Submits properly approved invoices to the Finance Department, ensuring compliance with appropriate contracts and adherence to budget guidelines.

ESSENTIAL RESPONSIBILITIES: Collaborate with the supervisor to establish goals that align with the organization's strategic plan. Coordinates administrative processes and prioritizes, directs, & responds to matters involving administrative functions associated with operations. May use discretion and some independent judgment as a recognized expert in specific areas of responsibility. Will supervise varying levels of volunteers, including interns. May supervise hourly employees.

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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.
- Minimum of 3 years of experience working with Corporate Partners or directly related professional experience.
- Must have proven experience in planning, coordinating, and executing small scale events, including logistics, and on-site support.
- Minimum of two (2) years of database management or CRM use experience required.
- Volunteer and/or staff management experience dealing with a diverse group of individuals.
- Paid or volunteer experience working with individuals with disabilities preferred.

SKILLS AND/OR ABILITIES:

- Ability to maintain a high degree of confidentiality in conducting work.
- Ability to multitask and prioritize in a dynamic work environment.
- Data entry skills and experience with Raiser's Edge preferred.
- Excellent written and verbal communication skills, including strong public speaking ability.
- Exceptional organizational and time management skills with keen attention to detail.
- Proficiency in using relevant technology, including Microsoft software, Word, Office, and Excel, and learning additional software programs.
- Strong analytical skills with the ability to interpret data and identify trends that inform strategic decision-making.
- Strong relationship-building and interpersonal skills; able to collaborate with diverse individuals.
- 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.