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**Job Title:** Director, Development | **Region:** 2

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

**SUMMARY:** The **Director, Development** is responsible for creating and executing a community resource development plan within their designated Region. This position will work with the Region's community, staff, and key volunteers to drive revenue. The Director, Development will manage multiple portfolios, with an emphasis on gifts of \$5,000 or more through Individual Giving, Sponsorship, Grants, Law Enforcement Torch Run (LETR), and Signature Events within their Region, which covers LA County, Kern County, and Inyo County.

**Assigned Geography:** LA County, Kern County, Inyo County

**Reports To:** Assistant Vice President, Development

**Direct Report(s):** Manager, Development (Kern/Inyo/LA North- Santa Clarita); Manager, Special Events, and Manager, LETR

**Compensation Level (7):** 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 exempt role is **\$85,000.00 - \$103,000.00**, depending on experience, specifically within Special Olympics.

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## ESSENTIAL DUTIES

### **Fundraising: 70%**

- Aid in executing Special Olympics Southern California's Strategic Plan and aligning regional activities with organizational goals and priorities.
- Create, manage, and oversee the Region Development budgets in the region.
- Cultivate relationships, deliver proposals, and steward donors for the region's Individual Giving, Grants, Law Enforcement Torch Run (LETR), and Sponsorship Opportunities in the region.
- Develop and coordinate fundraising collateral region for all events and fundraising initiatives within the region.
- Ensure all donor information within each portfolio is up to date and accurate in NXT.
- In partnership with the VP, Development, and AVP, Development, leads the development and execution of the Region's annual fundraising and Community Engagement Plans in the region.
- Lead and support direct reports that manage signature and special event(s) within the region, ensuring a 300% ROI in the region.
- Lead the activation implementation of Cause and Point of Sale Campaigns in the region.
- Manage and support the Regional Leadership Council and event committees in the region.
- Manage communications, emails, newsletters, social media, and reporting; contribute to the Board Development Report.

## CORE VALUES

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



### Fundraising (cont.):

- Manage ongoing donor stewardship in the region
- Manage ongoing financial tracking and annual reporting in the region.
- Manage relationships with local program fundraising coordinators, community groups, and government agencies to drive revenue and promote SOSC in the region.
- Oversee Process, deposit, and coordinate financial tracking of gifts in the region.
- Procure in-kind partnerships that lead to revenue or essential budget alleviation.
- Promote and uphold the mission of Special Olympics Southern California in the Region.
- Support direct reports with their LETR portfolio with law enforcement agencies in their designated communities within the region.
- Support Special Olympics Incorporated and Special Olympics Southern California fundraising projects, as directed.

### Leadership and Team Management: 25%

- Assist teammates as needed to optimize team efficiency, cohesion, and program effectiveness.
- Attend meetings, public speaking events, workshops, seminars, clinics, conferences, and program events as necessary; serve on committees and task forces as assigned.
- Collaborate and support Region programs and competitions in Region 2 as assigned with Region Program Director.
- Lead and cultivate a cohesive Region Team with the Region Program Director that works to achieve mission-critical goals.
- Lead and develop a team of staff responsible for all fundraising efforts in their region.
- Participate in work groups, task force committees, special projects, and Championship Games Organizing Committees with supervisor approval.
- Supervise varying levels of volunteers, including interns.

### Administration: 5%

- Adhere to Regional and HQ deadlines for reporting, submissions, and compliance requirements.
- Assists in the submission of properly approved invoices to the Finance Department, ensuring compliance with appropriate contracts and adherence to budget guidelines.
- Oversee the maintenance, inventory, and management of the Region's assets, including office and storage facilities and any SOSOC-owned vehicles (if applicable) with the Region Program Director.
- Process and track individual and direct reports' timecards bi-weekly, ensuring accuracy and adherence to payroll deadlines.
- Review, validate, and process individual and direct reports' mileage reports, credit card expense reports, and reimbursement expense reports, ensuring proper documentation, budget approvals, and compliance with organizational policies and finance deadlines

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**ESSENTIAL RESPONSIBILITIES:** Collaborate with the supervisor to establish goals that align with the organization's strategic plan. Collaborates with direct reports and partners to establish and support individual and team objectives. Exercises independent judgment and flexibility in day-to-day operations to achieve results. Demonstrate expertise, leadership, and the ability to manage an expanding program portfolio or functional area. Holds decision-making authority on matters impacting their team and is accountable for team performance and outcomes. May be entrusted with executive-level confidential information and is authorized to represent the organization publicly. May supervise both hourly and salaried employees, as well as interns and volunteers at all levels, including leadership volunteers (e.g., GMT, GOC).

**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 which includes the LA North (Santa Clarita) and Kern/Inyo (Bakersfield) offices, to work with direct report and Region constituents. 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.
- 7-10 years of directly related professional experience, including supervision of employees.
- Volunteer and/or staff management experience dealing with diverse individuals.
- Has experience with managing portfolios within an organization.
- Experience in developing a fundraising plan and leading staff and/or key volunteer fundraising efforts.

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### **SKILLS AND/OR ABILITIES:**

- Ability to be flexible, multi-task, and delegate effectively.
- Ability to work with diverse personalities and in stressful situations.
- Agility and the capability to think strategically while executing tactically in a lean and resource-constrained environment.
- Demonstrated experience with sophisticated database management and/or significant Raiser's Edge skills - leveraging RENXT to drive strategic and tactical planning.
- Demonstrated project management skills that enable executing complex, multi-stakeholder projects.
- Excellent oral and written communication skills and public speaking skills
- Excellent relationship-building and interpersonal skills enable rapport-building with internal and external stakeholders.
- Proficiency in using relevant technology, accessing the internet, and using software, including Microsoft Office (Word, Excel, and PowerPoint) and database systems.
- Strong attention to detail and ability to work with frequent interruptions.
- Strong background in organizational development and community outreach
- Strong people skills and customer service orientation
- Strong project management skills, including managing multiple efforts simultaneously with various internal and external stakeholders.
- Strong self-motivation and the ability to work independently.
- Superior organizational and project management skills with strong attention to detail
- 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, overnight stays, 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:** A staff member will review resumes received for our open positions. Due to the large number of applicants, only candidates selected for interviews will be contacted. Please send your resume and cover letter to [hr@sosc.org](mailto: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.*