

**Job Title**

Director, Development

Department

Central Division

The **Director, Development** is responsible for generating revenue to advance the mission of Special Olympics Southern California. The Director will develop and implement strategies to secure donor and corporate partner support through the moves management process (qualification, cultivation, ask, stewardship) within the Central Division. The Director will create and implement a development strategy, in collaboration with Division and Headquarter leadership, that creates a team-based approach to revenue generation across the Central Division. The Director will ensure all team members carrying Development responsibilities are trained and equipped to successfully deliver on Development goals.

Reports To: AVP, Central Divisions and dotted line to VP, Development

Titles Reporting to: Sr. Manager, Development

Job Level: Level 20

Key Responsibilities**RESULTS****Individual Goals (20%)**

- See employee feedback in Comments section of Threads.

Prospect Management (35%)

- Support the Central Division in achieving overall annual fundraising goals.
- Maintain a rigorous moves management process (qualification, cultivation, ask, stewardship), advancing relationships with current and prospective donors and corporate partner representatives.
- Follow prospect management expectations including the regular and consistent utilization of Raiser's Edge NXT.
- Secure individual contributions and sponsorship for Central Division beyond events.

Event Management (30%)

- Direct Development team efforts around supporting all Division special events, including Plane Pull, Pier del Sol, Golf Tournament, and more.
- Direct strategy for developing committees and securing volunteers.
- Secure lead volunteers to host Cultivation Mixers.

Budget and Financial Tracking (5%)

- Create, manage and oversee budgets within portfolio.
- Tracks and processes all event related invoices. Identifies, secures, coordinates and tracks budget relieving in-kind donations of both goods and services.

Strategic Planning (5%)

- Develop a division fundraising plan in collaboration with Division Leadership and HQ Development.

Supervisor Duties (5%)

- Maintains and develops staff by recruiting, staffing, orienting, onboarding, coaching, providing feedback and training employees. Supports professional development. Explains, guides, and enforces systems, policies and procedures. Counsels as needed.
- Maintains safe and healthy work environment through observation and coaching and training. Develops schedules, provides resources, assigns and monitors work. Controls expenses by gathering and submitting budget information, monitoring variances and implementing corrective actions.
- Maintains own professional and technical knowledge and that of team members. Contributes to team morale and motivation. Schedules regular team meetings for each team member to share information, challenges and successes. Keeps team informed of organization happenings. Responsible for team meeting their goals and overall achievements of department.

Core Values

Be ATHLETE centric

- Let's 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

- 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

- 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 SOSOC in a knowledgeable and professional manner

Requirements

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.

JOB LEVEL RESPONSIBILITIES

Develops goals and plans that align with the organization's strategic plan. Works with direct reports or collaborators on developing goals and plans. Has authority and flexibility in day-to-day work towards accomplishing goals. Has decision making authority around issues related to their team, and is responsible for the results and success of their team. May have access to executive level confidential information. Has authority to speak publicly on behalf of the organization.

Education and/or Experience

- 10-12 years development experience or equivalent and college degree or equivalent and supervisory experience of professional employees
- 5+ years of major gifts, corporate partnership, and/or sales experience
- Experience managing projects to completion
- Experience with training and managing staff
- Special Olympics experience preferred

Supervision Responsibilities

Will supervise salaried level employees, volunteers and/or manage relationships with top tier donors. Prior experience successfully supervising others, including hiring/coaching.

Knowledge

Possesses and applies comprehensive knowledge of particular field of specialization to the completion of complex assignments. Has well-developed leadership qualities. May work across departments.

Skills and/or Abilities

- Strong relationship building expertise
- Excellent oral and written communication skills
- Exceptional negotiation skills
- Excellent organizational skills and attention to detail
- Budgeting and accounting skills
- Strong sales, public relations and presentation skills
- Excellent time management skills
- Ability to build consensus across diverse groups of people
- Ability to effectively recruit and manage large numbers of volunteers
- Ability to work closely and effectively with law enforcement personnel and staff members at all levels
- Demonstrated ability to motivate people
- Strong team orientation
- Proficiency in the use of computer and MS Office applications
- Ability to travel and to work evenings and weekends to meet job requirements
- Have valid California driver's license and meet minimum California vehicle insurance requirements
- Ability to pass background screen in regards to criminal and driving 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 frequently is required to sit and to use hands to finger, handle, or feel. 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 \$55,000 to \$70,000/year depending on directly related experience.