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**Job Title:** Senior Manager, Development

**Department:** Development

**Location:** Long Beach, CA

The **Senior Manager, Development** will drive revenue through managing relationships with SOSC constituents. The Senior Manager, Development will manage portfolios following appropriate revenue vertical relationship management processes for the purpose of deepening relationships that lead to increased financial support of SOSC.

**Reports To:** Assistant Vice President

**Job Level:** 15

**Compensation:** Position is full-time, benefit eligible. Salary range is **\$62,400 - \$68,640** depending on relevant experience.

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## **KEY RESPONSIBILITIES**

### **Special Events: 50 %**

- Define fundraising and promotional metrics for event
- Develop budgets for assigned special events
- Build event in NXT
- Secure volunteer leaders to serve on event committees and drive revenue through sponsorship, donation, and in-kind acquisition, and P2P fundraising teams, initiate DIY fundraising pages and promote the SOSC brand
- Develop and implement Special Event Plan
- Plan and coordinate event logistics
- Analyze, evaluate and report on event outcomes
- Manage ongoing stewardship for event committee volunteer leaders and attendees
- Identify attendees, sponsors and donors for cultivation reengagement
- Coordinate with the volunteer engagement department on recruitment, registration and recognition of volunteers.

### **LETR: 30 %**

- Manage a Law Enforcement Torch Run (LETR) portfolio with law enforcement agencies and officers
- Enter Actions into NXT
- Identify and propose LETR Council prospects
- Identify and secure law enforcement agency coordinators
- Ensure that constituents have a record in NXT with current information
- Cultivate law enforcement officers to serve on and lead LETR event committees
- Develop budgets, plan logistics, motivate and secure participants and coordinate with volunteers to implement assigned LETR events
- Secure law enforcement officer participation to form LETR event-related P2P fundraising teams, help with sponsorship, donation and in-kind acquisition, initiate DIY fundraising pages and promote the SOSC brand
- Manage ongoing law enforcement officer stewardship



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### **Corporate Partnerships: 10 %**

- Manage a corporate partnership portfolio
- Prospect constituents for corporate partnerships
  - Prepare and gather research
- Enter Actions into NXT
  - Ensure that constituents have a record in NXT with current information
- Secure meetings with corporate partner prospects
  - Discover alignment opportunities
  - Develop and deliver opportunity presentations
- Present partnership agreement
- Develop and implement fulfillment plans

### **Leadership and Management: 5 %**

- Create, manage and oversee Development budgets
- Manage communications (I.e. Board Development Report, annual reporting)
- Develop projects
- Develop professionally; self-leadership
- Manage and support non-event/LETR committees and other teams
- Manage relationships with local programs, community groups and government agencies to drive revenue and promote SOSC
- Staff and support Resource Leadership Councils
- Mentor and support colleagues, interns and volunteers
- Develop and support meaningful internship and volunteer leadership roles with excellent training, orientation and recognition

### **Development Operations: 5 %**

- Develop and manage fundraising collateral
- Receive donations, make deposits and prepare for gift processing
- Review & approve community acknowledgement letters within 24 hours
- Review and process Development reports (I.e. NXT, Give Smart)
- Utilize available tools to conduct prospect research
- Coordinate/Manage logistical support for fundraising strategies
- Record volunteers' and interns' successes and milestones within NXT

**Total: 100%**



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## CORE VALUES

<b>Be an ATHLETE centric</b>	<b>25%</b>
<ul style="list-style-type: none"><li>• Lets the interests of the athletes drive daily decisions and actions</li><li>• Makes wise use of organizational resources and time in order to maximize the experiences for our athletes</li><li>• Seeks to incorporate athlete participation in non-sports roles</li></ul>	
<b>Be a TEAM player</b>	<b>25%</b>
<ul style="list-style-type: none"><li>• Places team and organizational success before individual achievement</li><li>• Recognizes the needs and offers assistance without waiting to be asked, or encouraged to do so</li><li>• Shows appreciation and acknowledges the contributions of others</li></ul>	
<b>Be a CHANGE agent</b>	<b>25%</b>
<ul style="list-style-type: none"><li>• Seeks opportunities for professional development and applies these learnings to work</li><li>• Accepts responsibility for actions, learns from experience and displays a willingness to accept feedback</li><li>• Looks for opportunities to improve processes and enlists help of others when needed.</li></ul>	
<b>Be a LEADER</b>	<b>25%</b>
<ul style="list-style-type: none"><li>• Shares organizational and professional knowledge with co-workers and helps to onboard new team members</li><li>• Takes on new leadership opportunities with eagerness and enthusiasm</li><li>• Represents SOSOC in a knowledgeable and professional manner</li></ul>	
<b>Total</b>	<b>100%</b>

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**JOB LEVEL RESPONSIBILITIES:** Works with supervisor on agreed upon goals and plans. Uses discretion and independent judgement within specific areas of expertise. May supervise hourly and/or salaried employees. Recognized expert in all areas of responsibility. May have access to executive level confidential information and/or data.

**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:**

- 7-10 years directly related professional experience, including supervision of employees & college degree or equivalent
- Possesses and applies a broad knowledge of principles, practices, and procedures of particular field of specialization to the completion of complex assignments. Employee has been performing within that position or similar position for 5+ years and their results and scope of responsibility (or portfolio) have consistently grown. Employee has elevated responsibility within their area of responsibility (or portfolio), above and beyond other Manager positions within the organization.



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

- Strong background in organizational development and community outreach
- Strong analytical thinking skills
- Superior relationship-building and interpersonal skills which enable rapport-building with internal and external stakeholders
- Agility and the capability to think strategically while executing tactically within in a lean and resource- constrained environment
- Demonstrated project management skills that enable the execution of complex, multi-stakeholder projects
- Demonstrated experience with sophisticated database management and/or significant Raiser's Edge skills - leveraging RE as a primary tool in driving strategic and tactical planning
- Ability to analyze data in order to detect important trends that should inform strategic development
- Superior organizational and project management skills with strong attention to detail
- A constant learner who is interested in being a proactive, positive member of the team
- Excellent oral and written communication skills, and public speaking ability
- Ability to work with diverse personalities and in stressful situations
- 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 Must be able to pass a background screen of criminal history and DMV record

**WORK ENVIRONMENT:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job requires occasional driving. May work from home with prior supervisory approval.