



**Job Title:** Manager, Law Enforcement Torch Run

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

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The **Manager, LETR** will drive revenue through managing relationships with SOSC constituents. The Manager, LETR will manage portfolios of events, law enforcement agencies and officers while following appropriate revenue vertical relationship management processes for deepening relationships that lead to increased financial support of SOSC.

**Job Level:** 4 | **Reports To:** Senior Director, LETR

**Compensation:** This is a full-time position with benefits eligible on the first of the month following 60 days of start date. The salary range is **\$22.00 - \$26.45/hour** depending on relevant education and experience.

## KEY RESPONSIBILITIES

### Special Events: 45 %

- Manage assigned signature / local events
- Define fundraising and promotional metrics for events
- Assist with budget development for assigned / local events
- 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
- Coordinate with the volunteer engagement department on recruitment, registration, and recognition of volunteers.

### LETR: 45 %

- Manage assigned signature and local LETR Events
- Manage a Law Enforcement Torch Run (LETR) portfolio with law enforcement agencies and officers
- Enter actions on LETR tracking form, in a timely manner.
- Identify and propose LETR Council prospects
- Identify and assist with securing law enforcement agency coordinators
- Ensure that LETR lead constituents have a record in NXT with current information
- Cultivate law enforcement officers to serve on and lead LETR event committees
- Assist with planning & logistics, motivating and securing participants and coordinate with volunteers to implement assigned LETR events
- Secure law enforcement officer to participation in 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.

### Leadership and Management: 5 %

- Create, manage and oversee assigned budgets
- Manage assigned communications for assigned events
- 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
- Mentor and support colleagues, interns and volunteers
- Develop and support meaningful internship and volunteer leadership roles with excellent training, orientation and recognition

## CORE VALUES

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



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### Development Operations: 5 %

- Coordinate financial tracking of gifts
- Develop and manage fundraising collateral
- Process and deposit gifts from LETR events (Tip-A-Cops)
- Process gift acknowledgements
- Utilize available tools to conduct prospect research
- Coordinate/manage technology, as request
- Coordinate/manage logistical support for fundraising strategies
- Record volunteers' and interns' successes and milestones within NXT

**Total: 100%**

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**JOB LEVEL RESPONSIBILITIES:** Works with supervisor on agreed upon goals and plans. Has autonomy and flexibility in day-to-day work towards accomplishing goals. Has some decision-making authority around issues related to area of responsibility.

**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:**

- 5-7 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.

### **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



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**WORK ENVIRONMENT (Hybrid)**: Employee and SOSC will establish a hybrid work schedule with a set number of days in the SOSC office and at a remote work site. The remote work site must be distraction free, contain a proper work surface (table or desk) and have adequate Wi-Fi capability.

The noise level in the work environment is usually moderate. This job requires occasional driving.

**APPLY**: Please send resume and cover letter to [lbjobs@sosc.org](mailto:lbjobs@sosc.org).