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**Job Title:** Manager, Special Events

**Department:** Development

**Location:** Long Beach, CA

The **Manager, Special Events** will drive revenue through managing relationships with SOSC constituents. The Manager, Special Events, will assist with event and relationship management for the purpose of increasing financial support of SOSC.

**Reports To:** Sr. Director, LETR

**Job Level:** 4

**Compensation:** This is a full-time position with benefits eligible on the first of the month following the start date. The salary non-exempt range is **\$53,040.00 - \$65,000.00** depending on relevant education and experience.

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### **KEY RESPONSIBILITIES**

#### **Special Events: 75%**

- Manage assigned signature / local events including LETR Plane Pull, Clay Shoot, Softball Tournament and more.
- Coordinate with Volunteer Services Department on recruiting, registering, and recognizing day of volunteers.
- Assist with creating volunteer job descriptions and provide orientation training along with recognition for each special event.
- Assist with recruiting and supporting opportunities for volunteer leadership and committees.
- Secure volunteer leaders to serve on event committees and drive revenue through sponsorship, donation, and in-kind acquisition, and Peer-2-Peer fundraising teams, initiate DIY fundraising pages and promote the SOSC brand.
- Assist with planning and coordinating event logistics with the support of volunteer leadership committee.
- Lead and coordinate sponsorship, ticket sales, peer-to-peer fundraising, in-kind and auction item acquisition for each event.
- Identify attendees, sponsors, and donors for cultivation engagement.
- Engage athletes, volunteers, and coaches to support events in a meaningful way.
- Share photos with Marcom team and follow social media posting and hashtag guidelines.
- Cultivate law enforcement officers to serve on and lead LETR event committees Assist with communications, emails, newsletter, and social media post.
- Develop relationships with local programs, community groups and government agencies to drive revenue and promote SOSC.

## CORE VALUES

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### Special Event Support: 20%

- Ensure that LETR lead constituents have a record in NXT with current information.
- Ensure all mailings are sent out in a timely manner.
- Keep updated special event gifts list for each event.
- Help develop and coordinate fundraising collateral, if needed.
- Maintain a list of auction items received. Include all details related to item for proper disclosure to purchaser when sold and to Finance Department for proper recording of sales tax.
- Create auction bid displays, bid sheets, and send post event general thank you letters from SOSC and event committee to all donors.
- Attend committee meetings to give input and take notes.
- Coordinate logistical support for fundraising strategies including prep for event, truck loading, day of event setup and breakdown.

### Risk Management: 5%

- Assist with oversight of Risk Management of assigned events to ensure compliance with SOSC policies, including but not limited to volunteer screening and registration, contract review process, event facility and logistics set-up.

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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. Will supervise varying levels of volunteers, including interns. May supervise hourly employees.

**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:**

- Bachelor's degree from an accredited college/university or related professional experience.
- 4-6 years directly related professional experience, including supervision of employees.
- Volunteer and/or staff management experience dealing with a diverse group of individuals.
- Paid or volunteer experience working with individuals with disabilities.
- Prior military or law enforcement experience preferred.

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

- Proficiency in using relevant technology, accessing the internet, and using software, including Microsoft Office (Word, Excel, and PowerPoint) and database systems.
- Strong background in organizational development and community outreach
- Demonstrated project management skills that enable the execution of complex, multi-stakeholder projects.
- Superior organizational and project management skills with strong attention to detail
- Strong self-motivation and the ability to work independently.
- Excellent oral and written communication skills, and public speaking skills
- Excellent organization, time management and problem-solving skills



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- Strong attention to detail and ability to work with frequent interruptions.
- Strong people skills and customer service orientation
- Ability to work with diverse personalities and in stressful situations.
- Ability to be flexible, multi-task and delegate effectively.
- Ability to travel and to work evenings and weekends to meet job requirements.
- Have a 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:** Position's primary work location is in the SOSC Long Beach office. SOSC may request employees to work remotely on occasion and employees may request to work remotely, on occasion, with advance approval. Remote work sites 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. Position requires driving/travel within Los Angeles County.