



**Job Title:** Director, Development | **Region:** 3 (Riverside and San Bernardino Counties)

**Department:** Development | **Location:** Murrieta, CA – Inland Empire

**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, and Signature Events within their Region, which covers Riverside and San Bernardino Counties.

**Reports To:** Sr Director, Development | **Level:** 12

**Compensation:** This is a full-time position with benefits eligible on the first of the month following the start date. The salary exempt range is **\$81,120.00 - \$105,560.00**, depending on relevant education and experience.

---

## KEY RESPONSIBILITIES

### Fundraising:

- Abide by SOSC Core Values and demonstrate a commitment to diversity, equity, and inclusion in all aspects of operations.
- Activate Cause and Point of Sale Campaigns in the region.
- Adhere to Regional and HQ deadlines for reporting, submissions, and compliance requirements.
- In partnership with the VP, Development, Sr. Director of Development lead the development and execution of the Region's annual fundraising plan in the region.
- 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 budget in the region.
- Cultivate relationships, deliver proposals, and steward donors for the region's Individual Giving, Grants, and Sponsorship Opportunities in the region.
- Develop and coordinate fundraising collateral region for all events and fundraising initiatives within region.
- Ensure all donor information within each portfolio is up to date and accurate in NXT.
- Lead and manage signature event(s) within region ensuring a 300% ROI 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.
- Manage ongoing financial tracking and annual reporting in the region.
- Support direct reports with their LETR portfolio with law enforcement agencies in their designated communities within the region.
- Manage ongoing donor stewardship 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.
- Promote and uphold the mission of Special Olympics Southern California in the Region.
- Support Special Olympics Incorporated and Special Olympics Southern California fundraising projects, as directed.



**Leadership and Team Management:**

- 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.
- Lead and develop a team of staff responsible for all fundraising efforts in their region.
- Oversee the maintenance, inventory, and management of the Region's assets, including office and storage facilities and any SOSOC-owned vehicles (if applicable).
- Participate in work groups, task force committees, special projects, and Championship Games Organizing Committees with supervisor approval.
- Supervise varying levels of volunteers, including interns.

**JOB LEVEL RESPONSIBILITIES:** Develop 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 toward accomplishing goals. May supervise hourly and/or salaried employees along with varying levels of volunteers, including leadership volunteers (GMT, GOC, etc.) and interns. You may have access to confidential executive-level information and/or data. A recognized expert in all areas of responsibility. Has decision-making authority around issues related to their team and is responsible for the results and success of their team. Has authority to speak publicly on behalf of the organization.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to satisfactorily perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

**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.

**SKILLS AND/OR ABILITIES:**

- Ability to be flexible, multi-task, and delegate effectively.
- Ability to travel and work evenings and weekends to meet job requirements.
- 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.
- Have a valid California driver's license and meet minimum California vehicle insurance requirements.
- Must be able to pass a professional reference check, background screen of criminal history, and DMV record.
- 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
- The employee occasionally is required to stand, walk, lift, or carry up to 24 pounds

**WORK ENVIRONMENT:** The primary work location will be in the assigned SOSC office. The noise level in the work environment is usually moderate. This position will require driving and some traveling within assigned and surrounding counties.

**Note:** This job description is intended to convey information essential to understanding the scope of the position and is not exhaustive. Employees may be required to perform other duties as assigned.

**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 [iejobs@sosc.org](mailto:iejobs@sosc.org).