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**Job Title:** Manager, Development | **Region:** 4

**Department:** Development | **Office Location:** Santa Ana, CA

The **Manager, Development** is responsible for supporting and executing the regional community resource development strategy for Region 4 (Orange County). This role collaborates with community partners, staff, and key volunteers to drive revenue growth. The Manager, Development manages a diverse fundraising portfolio with a focus on gifts of \$2,500 or more through Individual Giving, Corporate Sponsorships, Grants, Signature Events, and the Law Enforcement Torch Run, including Tip-A-Cop initiatives.

**Assigned Geography:** Orange County

**Reports To:** Director, Development

**Compensation Level (5):** This is a full-time, benefits-eligible position, with benefits beginning on the first of the month following the start date. The salary range for this non-exempt role is **\$54,000.00 - \$67,000.00**, depending on experience, specifically within Special Olympics.

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## ESSENTIAL DUTIES

### **Fundraising: 50%**

- Assist in the development and execution of the Region's annual fundraising plan in alignment with Special Olympics Southern California's Strategic Plan.
- Assist in the development and management of the Region 4 Development budget and ensure assigned projects align with approved budget parameters.
- Build and steward relationships with donors, law enforcement partners, community groups, and government agencies.
- Coordinate gift processing, deposits, and accurate financial tracking for the region.
- Ensure timely compliance with Regional and HQ reporting, submission, and documentation requirements.
- Maintain accurate and up-to-date donor records, proposals, gifts, and activity tracking for assigned portfolios in NXT.
- Manage an assigned fundraising portfolio, including Individual Giving, Grants, Sponsorships, and Law Enforcement Torch Run (LETR) initiatives.
- Partner with the Director, Development on donor cultivation, solicitation, and stewardship efforts.
- Support assigned signature events in collaboration with the Director, Development, ensuring a minimum 300% return on investment (ROI).
- Support the development and coordination of fundraising of regional fundraising collateral.
- Support the planning, management, and activation of regional Cause and Point-of-Sale campaigns.

## CORE VALUES

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



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### **Leadership and Team Management: 48%**

- Attend meetings, public speaking engagements, workshops, conferences, and program events as assigned.
- Participate in committees, task forces, special projects, and Championship Games Organizing Committees with supervisor approval.
- Recruit, develop, and manage volunteer teams to support fundraising and community engagement efforts in Orange County, including evening, weekend, and occasional overnight commitments.
- Supervise volunteers and interns across varying levels of responsibility.

### **Administration: 2%**

- Assists in the submission of properly approved invoices to the Finance Department, ensuring compliance with appropriate contracts and adherence to budget guidelines.
- Complete and submit individual timecards bi-weekly, ensuring accuracy and adherence to payroll deadlines.
- Complete and submit individual mileage reports, credit card expense reports, and reimbursement expense reports, ensuring proper documentation, budget approvals, and compliance with organizational policies and finance deadlines.

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**ESSENTIAL RESPONSIBILITIES:** Collaborate with the supervisor to establish goals that align with the organization's strategic plan. Demonstrate expertise, leadership, and the ability to manage an expanding program portfolio or functional area. Manages specific programs or projects and ensures objectives are achieved. Coordinates administrative processes and prioritizes, directs, and responds to matters involving administrative functions associated with operations. Uses some discretion and independent judgment as a recognized expert in specific areas of responsibility. Will supervise varying levels of volunteers, including interns. May supervise hourly employees.

**QUALIFICATIONS:** To perform this position successfully, an individual must be able to carry out all essential duties and responsibilities effectively, with or without reasonable accommodation. The qualifications listed below represent the knowledge, skills, abilities, and competencies required to perform the role at a satisfactory level. This position may be required to occasionally lift or carry objects weighing up to 24 pounds. Reasonable accommodations will be made for qualified individuals with disabilities to enable them to perform the essential functions of the position, in accordance with the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA).

**WORK ENVIRONMENT:** This position is primarily based at the assigned Special Olympics Southern California (SOSC) office noted above, where the typical noise level is moderate. The role involves regular driving and travel within the designated and surrounding counties. The employee may be asked to operate SOSC vehicles, rental cars, and/or event vehicles, with or without reasonable accommodation if applicable.

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### **EDUCATION AND EXPERIENCE:**

- Bachelor's degree from an accredited college or university and/or equivalent related professional experience.
- Minimum 3-5 years of directly related professional experience.
- Experience in program development, and donor relations preferred.
- Volunteer and/or staff management experience dealing with diverse individuals.
- Paid or volunteer experience working with individuals with disabilities.

### **SKILLS AND ABILITIES:**

- Ability to analyze data to detect important trends that inform strategic development.
- Ability to travel and to 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 within a lean and resource-constrained environment.
- Demonstrated experience with sophisticated database management and/or significant Raiser's Edge skills - leveraging RE 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 ability
- Proficiency in using relevant technology, accessing the internet, and using software, including Microsoft Office (Word, Excel, and PowerPoint) and database systems.
- Strong analytical thinking skills
- Strong background in organizational development and community outreach
- Superior organizational and project management skills with strong attention to detail
- Superior relationship-building and interpersonal skills, which enable rapport-building with internal and external stakeholders.
- Must successfully complete a professional reference check and background screening, including a Motor Vehicle Record (MVR) review.
- Must possess and maintain a valid California driver's license and meet the minimum state-required automobile insurance coverage.
- The ability to travel throughout the assigned geographic areas, including occasional evenings and weekends, is an essential function of this position.
- If a condition prevents driving, the organization will engage in the interactive process to explore reasonable accommodations.

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

**Note:** *This job description outlines the general responsibilities and requirements of the position and is not an exhaustive list. Duties may change or be assigned as organizational needs evolve.*