Job Title: Manager, Development

Department | Location: Inland Empire Region | Murrieta, CA

The Manager, Development is responsible for coordinating and managing volunteer recruitment, training and assignments for all fundraising events, managing and supporting large fundraising events, and providing support for the Law Enforcement Torch Run activities. The incumbent is also responsible for working with staff and volunteer leaders in the Region to identify more ways volunteer leaders can be a part of ongoing operations.

Reports To: Regional Director, Inland Empire Region

Job Level: Level 4

KEY RESPONSIBILITIES

Event Management 30%
- Develops and manages regional fundraising events
- Provides donor tracking, acknowledgement, event management and reporting for all fundraising events.
- Oversees the development of fundraising collateral materials such as program books, corporate sponsorship packages, event invitations, flyers, signs and presentations.
- Responsible for all aspects 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.
- Recruits/supervises volunteers in performance of these duties and responsibilities.

Stewardship 15%
- Manages regional donor stewardship strategies including the regional games and LETR event sponsorships.

Volunteer Engagement 10%
- Recruiting & Cultivation
  - Identifies potential volunteers and interns, nurtures existing relationships, and promotes volunteer and internship opportunities.
  - Identifies prospective volunteers for committee membership.
  - Conducts secondary screenings of volunteers and interns for cultural and positional fit.
- Training & Orientation
  - Ensures proper onboarding of designated Development volunteers and interns.

Support & Collaboration, Evaluation & Recognition
- Assists in staffing and supporting designated councils and committees.
- Communicates regularly with designated volunteers and interns regarding assignments.
- Collaborates with volunteers and interns to address challenges and capitalize on opportunities.
- Maintains a log of volunteer and intern achievements for recognition purposes.

Law Enforcement Torch Run (LETR) 10%
- Provides support for Law Enforcement Torch Run activities in the Region including Tip-a-Cops, Torch Run route and volunteer and athlete participation.
Record Keeping 10%
- Processes mail, which includes making copies of and securing all contributions.
- Processes contributions, including running credit cards daily and making bank deposits weekly
- Provides coding information for gift entry
- Reviews thank you letters for accuracy
- Sends thank you letters weekly
- Enters deposits into Raiser’s Edge
- Helps to maintain efficient record-keeping of donor or prospect activity within Raiser’s Edge.

Communications Plan 5%
- Implement a year-round communications plan in conjunction with the Regional Director
- Updates social media and website as needed; manages Fan Mails

Individual Goals: (Internal) See employee feedback in Comments section of Threads. 20%

Total 100%

CORE VALUES

Be ATHLETE centric 25%
- Lets the interests of the athletes drive daily decisions and actions
- Makes wise use of organizational resources and time in order to maximize the experiences for our athletes
- Seeks to incorporate athlete participation in non-sports roles

Be a TEAM player 25%
- Places team and organizational success before individual achievement
- Recognizes the needs and offers assistance without waiting to be asked, or encouraged to do so.
- Shows appreciation and acknowledges the contributions of others

Be a CHANGE agent 25%
- Seeks opportunities for professional development and applies these learnings to work
- Accepts responsibility for actions, learns from experience and displays a willingness to accept feedback
- Looks for opportunities to improve processes and enlists help of others when needed.

Be a LEADER 25%
- Shares organizational and professional knowledge with co-workers and helps to onboard new team members
- Takes on new leadership opportunities with eagerness and enthusiasm
- Represents SOSC in a knowledgeable and professional manner

Total 100%
**JOB LEVEL RESPONSIBILITIES:** Possesses and applies a broad knowledge of principles, practices, and procedures of particular field of specialization to the completion of assignments. 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. Contributes to SOSC’s Strategic Plan and may be involved with Critical Issue Team(s)

**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 professional experience & college degree or equivalent
- 3-5 years of experience in volunteer coordination and management, required.
- 3-5 years of event fundraising experience, preferably in a nonprofit environment, required. Data entry experience, preferably with Raiser’s Edge, required.

**Skills and/or Abilities:**
- Excellent computer skills, including proficiency in MS Office, database management software (Raiser’s Edge preferred) and desktop publishing desirable (Adobe In Design, Photoshop preferred)
- Demonstrated ability to input raw data into donor database using some independent judgment Excellent organizational skills
- Ability to prioritize and effectively manage multiple tasks
- Excellent verbal and written communication skills
- Exceptional customer service skills and demonstrated ability to maintain positive interpersonal relationships with associates, volunteers, donors, and the public
- Capable of working with frequent interruptions and occasional pressure
- Bilingual Spanish/English a plus
- Ability to take the initiative and exercise sound judgment
- Strong attention to detail
- 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

**PHYSICAL REQUIREMENTS:** The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee occasionally is required to stand, walk, reach with hands and arms, lift or carry up to 24 pounds, and lift overhead up to 24 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.
**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. May work from home on a limited basis with prior supervisory approval.

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

**COMPENSATION:** Position is full-time, salaried non-exempt (eligible for overtime) and benefit eligible. Salary range is $20.00 - $22.00/hour, depending on directly related experience.