



## **Regional Executive Director – Greater Philadelphia Region**

**Department:** Greater Philadelphia Region

**Reports to:** Chief Operating Officer

**Location:** This position reports to the Norristown, PA office. This position is in the Greater Philadelphia Region which includes Bucks, Chester, Delaware, Montgomery and Philadelphia counties.

### **Position Summary:**

Special Olympics Pennsylvania (SOPA) is in the process of completing a multi-year reorganization which will allow us to better serve our athletes and volunteers. Through Regionalization there are 4 areas that we are looking to better support: Fundraising, Program Administration, Sport/Competition and Community Outreach. We are seeking an enthusiastic leader that is a team player, outgoing, adaptable, well connected in the Region and experienced in leading change and driving revenue.

**Greater Philadelphia Region** includes Bucks, Chester, Delaware, Montgomery and Philadelphia counties. The Regional Executive Director will be responsible for strategically elevating the presence and impact of Special Olympics by implementing strategies for growth in both school and community-based activities, community partnerships for funding, athlete and volunteer recruitment, quality of services, and overall community awareness. The Director will have an opportunity to build relationships with our local programs and will gain hands on operational experience working with multiple departments and leaders across the organization.

Every day we empower athletes to shatter stereotypes and exceed their personal best on the playing field and in life. Your work will raise awareness and strengthen local communities by promoting respect, acceptance, and inclusion for our athletes. As part of this team, you will make a difference.

### **Principal duties and responsibilities:**

- Three primary accountabilities in this position:
  - Develop and implement existing revenue plan to meet annual fundraising from 1.5Mil. to 3M.
  - Recruit, retain and manage volunteers critical to delivering a quality experience.
  - Recruit and retain athletes, ensuring community integration between school and community programs.
- Supervision of Greater Philadelphia Region staff and volunteers serving on leadership teams.
- Develop and implement strategies that align with SOPA's Strategic Plan and ensure the Region is meeting stated goals.
- Financial management including regional budget preparation, execution, and monitoring.
- Generate revenue to meet region budget goals through special events and cultivating individual and corporate donors/sponsors within Region.
- Build strategic partnerships to include but not limited to:
  - Local School Districts, Universities and Colleges.
  - Agencies and other Service Providers.
  - Groups/organizations to support volunteer needs.
- Lead the conversation for public awareness within Greater Philadelphia Region to enhance the visibility of Special Olympics Pennsylvania as a whole and to meet the needs within the Region (i.e., volunteers, donor/sponsor marketing, etc.).
- Oversight of Athlete Leadership:

- Incorporate input from the Regional Athlete Leadership Team, and Athlete Representatives in regional goals development, implementation strategies and objectives.
- Communicate opportunities for input to regional ALT members.
- Community outreach focused on meeting or exceeding athlete and volunteer recruitment goals and identifying community partners to help support those.
- Adhere to and enforce SOPA policies and procedures.
- Other duties as assigned.

#### **4 Areas of Focus for the Region: Administrative Support for Local Teams**

Regional staff will work to centralize processes and reduce the amount of administrative work that is currently managed by volunteers. This work will be led by Regional Administrative staff under the supervision of the Regional Director. Priority is to create great experiences for our athletes and volunteers as they are renewing athlete medicals and volunteer clearances/certifications or as we welcome and onboard new athletes and volunteers.

#### **Community**

Regional staff will be responsible for strategic growth of community activities and will support the recruitment of new SOPA eligible athletes, volunteers, and community partners to meet the region and state goals. The Regional Director will drive this area of focus. It will include volunteer and athlete management, recognition, community partner development, oversight of Greater Philadelphia Region's Community Leadership Team, and Athlete Leadership opportunities to include but not limited to, Global Messengers, Health & Fitness Coordinators, Athlete Representatives and Athletes as Coaches.

#### **Sports**

The goal is to create more opportunities and better experiences through sport. The Regional Sport Director will lead this charge under the supervision of the Regional Director and SOPA headquarters' VP of Sports. The Sports Director will be responsible for strategic growth of sports activities and will support the recruitment of new SOPA eligible athletes, volunteers and community partners to meet the regions and state goals. This person will oversee Greater Philadelphia Region's Sports Leadership Team.

Responsibilities include but not limited to; Coach management and education, competition and invitational management/coordination, and community partnerships to support program needs. This position will cultivate relationships with universities/colleges, region schools and agencies serving athletes or potential athlete population, UCS Schools, school districts, sports organizations and volunteer groups to meet activity needs, etc.

#### **Development**

The focus on development is to create strategic growth of Greater Philadelphia Region's fundraising activities and to provide guidance and support of the program fundraising activities ensuring revenue is generated to meet (or exceed) the Region's annual budget. This role will be led by the Regional Development Director under the supervision of the Regional Director and SOPA headquarters CDO. They will work with the Greater Philadelphia Region's Fund-Raising Leadership Team in developing a fundraising plan. Additionally, this person will assure coordination with SOPA leaders, develop sponsor/donor partnerships, and ensure fund raising efforts are aligned with SOPA's Strategic Plan.

#### **Ideal Candidate Qualifications:**

- Experienced in leading change.
- Successful fundraising and event planning experience.
- Nonprofit work or volunteer experience.
- Demonstrated ability to interact with children and adults with intellectual disabilities.
- Awareness of community resources to build relationships with businesses, sports teams, schools/colleges/universities, and other similar service providers.

**Required Qualifications:**

- Demanding schedule of nights and weekends requires individual to manage own work life balance.
- Demonstrated leadership experience with positive operational results.
- Demonstrated ability to work cooperatively with volunteers and other community or business leaders.
- Strong computer skills, proficient in use of Microsoft Office software is required
- Staff supervision and team building experience.
- Excellent oral and written communications skills.
- Budget development and implementation experience.
- Commitment to travel throughout the Region's geographic area as well as evenings and weekend work as needed.
- Criminal history check and fingerprinting is required of all SOPA employees during the course of their employment. Your employment is conditional, pending the results of the background check.
- Bachelor's degree preferred.

**APPLICATION INSTRUCTIONS:** Serious applicants will provide a cover letter, resume, and salary requirement to [pvelasquez@specialolympicspa.org](mailto:pvelasquez@specialolympicspa.org).

No phone calls will be accepted. Resumes sent for positions other than this posting will not receive a response. Communications from recruiters will not be acknowledged.

Special Olympics Pennsylvania is proud to be an equal opportunity employer. We do not discriminate on the basis of race, color, religion, sex, gender identity or expression, national origin, political affiliation, sexual orientation, marital status, disability, neurodiversity, age, parental status, socio-economic background, military service, or any other characteristic or status protected by applicable law.

We strive to create a workplace that reflects the communities we serve and where everyone feels empowered to bring their full, authentic selves and can do their best work.

**ORGANIZATION DESCRIPTION**

Special Olympics Pennsylvania (SOPA) provides year-round training and competition in 21 Olympic-type sports to 16,000 children and adults with intellectual disabilities or closely related developmental disabilities. For 50 years, SOPA and its 54 local programs have used the power of sports to transform the lives of people with intellectual disabilities and unite everyone by fostering community and building a more acceptable and civil society. SOPA is much more than a sports organization. Through its Athlete Leadership Programs, athletes assume meaningful leadership roles, influence change within the Special Olympics movement and take on roles as Global Messengers (trained as public speakers for Special Olympics), athlete representatives, coaches, board members and more. SOPA also addresses major challenges facing its athletes including healthcare. The Healthy Athletes program offers athletes free health screenings in the form of eye, ear, dental and podiatry assessments. Athletes are also taught how to live active lifestyles, eat healthy and more. Additionally, SOPA strives to create a unified world by promoting inclusion, uniting communities, and changing attitudes. Through Unified Sports, SOPA brings together individuals with and without intellectual disabilities as equal teammates in training and competition, which promotes respect and acceptance, and facilitates meaningful relationships between people of all abilities. For more information about how you can join "The Inclusion Revolution," visit [www.specialolympicspa.org](http://www.specialolympicspa.org).