

Marketing & Development Coordinator

Department: Development

Relationships: Reports to the Director of Strategic Fundraising Events & Corporate Stewardship
Partners with the Marketing and Communications team
Partners with the Development Administration team
Partners with the Finance team

Location: Pittsburgh

Summary

Special Olympics Pennsylvania seeks an enthusiastic and eager marketing and fundraising professional for the Marketing & Development Coordinator role, to join a growing professional team. This exciting opportunity, based in Pittsburgh, PA, will require the Coordinator to assist numerous fundraising events and initiatives, in both marketing and operational roles, in support of Special Olympics Pennsylvania's strategic goals.

Key Responsibilities

Special Events

- Work collaboratively with statewide Special Events team to support all aspects of marketing, promotion and software platform optimization for several major fundraising events, including:
 - Polar Plunges: Erie (Nov), Capital Area (Jan), Beaver County (Jan), Philadelphia (Jan), Altoona (Feb), Lehigh Valley (Feb), and Pittsburgh (Feb)
 - The Paterno Family Beaver Stadium Run – State College, PA (April)
 - The Be A Fan Torch Run – Western PA (May/June) & Fall Festival Unified Torch Run – Phila (Nov)
 - The UNCathlon – Pittsburgh and Phila (Sept/Oct)
- Point person on committee for multiple 3rd party fundraising events
- Assist Director of Strategic Fundraising Events & Event Managers in wide array of event logistical needs
- Provide support during local and state competition events such Winter Games, Indoor Winter Games, Summer Games, and Fall Festival, as well as select local and sectional competitions as needed

Marketing

- Work closely with Marketing Team to devise and execute creative marketing and communications materials for fundraising events, to include: content creation for and management of sponsorship packets, event collateral, merchandise, e-communications, social media and public relations
- Work with Development and Marketing teams to enhance public awareness of Special Olympics relative to both fundraising and state competition events
- Support the growth of our Celebrity Ambassador program, specifically as related to marketing/communications and support for relationship management in western PA.

Development Admin

- Assist with the set up and management of online registration and peer-to-peer fundraising platforms
- Maintain event registration database (Peer-to-Peer Fundraising & Registration tool) to ensure clean uploads of data

- Ensure account information on sponsors and event donors are maintained correctly in RE, working with the DBM
- Ensure proper processing procedures are met
- Research and record third party processor donations received via checks and electronic transfer
- Track event donors and contributions and create reliable financial reports
- Office management responsibilities, including mail and donation sorting, checks/cash recording and depositing, and record keeping

Qualifications

- Excellent interpersonal and communication skills; must be able to work across organizational divisions to maximize results
- 1-3 years experience, organizing and supporting in an events or development role; fundraising experience is a plus
- Experience with online registration systems, peer-to-peer fundraising tools, prospect and donor registration systems and reporting tools; experience with Raiser's Edge NXT and CLASSY a plus
- Ability to manage marketing needs, including updating writing, creating online/print content, and promoting fundraising events in creative ways. Experience with CONSTANT CONTACT a plus.
- Maturity of judgment, high level of accuracy and close attention to detail with strong ethical sense to handle confidential and sensitive gift and donor information appropriately
- Motivated and deadline oriented with proven track record of delivering results within a fast paced team-driven environment
- Comfort with basic accounting
- Proficiency in MS Office
- Willingness to work occasional nights and weekends, with some travel throughout Pennsylvania required
- Must be able to lift boxes up to 50 lbs.
- 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.
- SOPA requires employees to be fully vaccinated against COVID-19 and provide proof of your full vaccination status prior to your start date.

Serious applicants should send a cover letter, resume, and salary requirement to careers@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.