

## Region Director

Special Olympics Pennsylvania (SOPA) seeks an enthusiastic experienced leader to serve as Region Director of its newly formed Region 5 area (Berks, Bethlehem, Carbon, Lehigh, Monroe, Northampton, and Schuylkill). This exciting new leadership opportunity will be accountable for strategically raising the presence and impact of Special Olympics Pennsylvania within this Region 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. A seasoned management professional is required and must be flexible and adaptable as this new role and structure are refined. The Region Director will be the primary liaison/representative of Region 5 and its stakeholders, accountable for successful oversight and/or managing all aspects of Region 5's programming to meet SOPA organizational goals and those goals developed specific to assigned region. In addition to serving as Region Director, this individual will be responsible for duties in an area of focus (Sports, Development, or Community). Region staff will be hired to cover the other areas and will report to the Region Director. Synopses of these roles are listed below, and professional experience in one or more of these areas is to be included in the resume.

**Department:** Programming

**Relationship:** Reports to SVP Programming, Special Olympics Pennsylvania

**Location:** This position will be based in SOPA, Region 5 office which is expected to be located in the greater Allentown area.

**FLSA Status:** Full Time, Exempt, Salaried

### Key Responsibilities:

- Hiring and supervision of Region 5 staff and volunteers serving on leadership teams.
- Develop and implement strategies that align with SOPA's Strategic Plan. 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 for public awareness within Region 5 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.).
- 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.
- Adhere to and enforce SOPA policies and procedures.
- Other duties as assigned.

## **Area of Focus (Sports, Development, OR Community) responsibilities;**

### **Sports**

The Sports position will be responsible for strategic growth of sports activities and support the recruitment of new SOPA eligible athletes, volunteers and community partners to meet the region's and state goals. This person will oversee Region 5's Sports Leadership Team. Responsibilities include but not limited to; Coach management and education, Region 5 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**

This Development position will be responsible for strategic growth of Region 5 fundraising activities and 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 work with the Region 5 Fund Raising Leadership Team in developing a Region 5 FR 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.

### **Community**

The Community role will be responsible for strategic growth of community activities and support the recruitment of new SOPA eligible athletes, volunteers and community partners to meet the region's and state goals. This person will be accountable for; volunteer and athlete recruitment, management, and recognition, community partner development for needed resources, oversight of Region 5 Community Leadership Team, and Athlete Leadership opportunities to include but not limited to; Global Messengers, Health & Fitness Coordinators, Athlete Representatives and Athletes as Coaches.

## **Candidate must demonstrate experience in:**

- Supervision of staff and volunteer committees.
- Ability to manage Region Director responsibilities while maintaining "area of focus" (i.e., Development, Community Development, or Sports) accountabilities.
- Program development to include strategic planning skills and budget management.
- Computer proficiency (able to utilize office software programs including database, spreadsheets, and word processing applications).

## **Required Qualifications:**

- Four or more years in a senior management position or like experience with demonstrated positive operational results.
- Nonprofit experience either in professional or volunteer positions. Special Olympics experience (staff or volunteer) is a plus.
- Proven knowledge of organizational planning and reporting procedures.
- Commitment to travel throughout the Region's geographic area as well as evenings and weekend work as needed.
- Budget development and implementation experience.

- Excellent oral and written communications skills.
- A broader familiarity of the Region markets/community to build relationships with business, sports teams, entertainment contacts and media entities in the program area.
- Bachelor Degree required.

**APPLICATION INSTRUCTIONS:** Email [careers@specialolympicspa.org](mailto:careers@specialolympicspa.org) with: a letter of interest, resume, salary history, references, AND salary requirement.

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

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### **ORGANIZATION DESCRIPTION**

Special Olympics Pennsylvania provides year-round sports training and competition in a variety of Olympic-type sports for children and adults (age 8-80) with intellectual disabilities. All training and competition opportunities are provided free of charge to athletes, enabling everyone to experience the benefits of Special Olympics that extend well beyond the playing field. The athletes of Special Olympics -- over 18,000 strong in Pennsylvania -- are constant reminders of all that is right with the human spirit. Pennsylvania is the 7th largest program and one of the strongest Special Olympics programs in the United States. For more information about how SOPA inspires greatness, visit [www.specialolympicspa.org](http://www.specialolympicspa.org).