Manager of Strategic Partnerships

**Department:** Operations

**Location:** This position is based in the Three Rivers Region Office in Pittsburgh, PA.

**Reports to:** Vice President, Strategic Partnerships

**Collaborates with:** Headquarters and Regional Staff

**Position Summary**

Special Olympics Pennsylvania (SOPA) is seeking a dynamic and driven **Manager of Strategic Partnerships** to join our team in Pittsburgh, PA. This pivotal role will report directly to the Vice President of Strategic Partnerships and will be instrumental in cultivating, managing, and growing relationships with corporate partners, foundations, and individual donors. The ideal candidate will be passionate about SOPA’s mission and possess the skills to foster strong, impactful partnerships that drive the organization’s strategic goals forward.

**Key Responsibilities**

* Actively cultivate, solicit, and steward relationships with corporate partners, foundations, and individual donors to ensure continued and deepened engagement with SOPA.
* Manage the grant calendar to ensure timely submission of grant requests, reporting, and follow-up. Lead the follow-up reporting process to maintain strong relationships with foundation partners.
* Conduct in-depth research to identify and pursue new strategic partnership opportunities that align with SOPA’s mission and objectives.
* Collaborate with the Vice President of Strategic Partnerships to support grant writing efforts, ensuring compelling and effective proposals are submitted to new and existing foundation partners.
* Partner with the Director of Development Administration to maintain and optimize development databases (Classy and Raiser’s Edge NXT), ensuring data integrity and seamless integration across systems.
* Coordinate and oversee the fulfillment of all benefits and recognition for corporate and donor partners at SOPA events. This includes ensuring that on-site promotional activities, social media mentions, communications, volunteer opportunities, and other engagement vehicles are executed flawlessly.
* Work closely with various departments across SOPA to ensure alignment and maximize the impact of partnerships on the organization’s mission.
* Perform additional responsibilities to support the Strategic Partnerships team and broader organizational goals. Other duties as assigned.

**Qualifications**

* Bachelor’s degree required.
* Proven experience in strategic planning, fundraising, and managing partnerships. Expertise in developing and executing annual operating plans for events and programs, with strong analytical skills to drive measurable outcomes.
* Proficient in using online event registration systems, prospect and donor information systems, and reporting tools. Advanced knowledge of Microsoft Office Suite (Excel, Word, PowerPoint) is essential.
* Excellent communication and relationship-building skills, with the ability to work effectively across organizational divisions and with diverse stakeholders to achieve shared objectives.
* High level of accuracy, strong ethical judgment, and attention to detail, especially when handling sensitive donor information.
* Self-starter with a proactive approach to managing multiple priorities in a fast-paced environment. Deadline-oriented with a track record of delivering results.
* Willingness to work nights and weekends as required to support SOPA events and initiatives.
* Residency in the Pittsburgh area is preferred.

**APPLICATION INSTRUCTIONS**

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