

JOB DESCRIPTION

Special Olympics Michigan

DATE: December 2021
JOB TITLE: Development and Events Manager
DEPARTMENT: Revenue, Strategy & Growth
EXEMPT STATUS: Exempt

GENERAL STATEMENT OF DUTIES:

The Development and Events Manager plays a key role with Special Olympics Michigan in supporting multiple fundraising events and building community relationships that are key to providing experiences for Special Olympics athletes and volunteers.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Management of key corporate & community relationships, including stewarding constituents, soliciting funding / support, and encouraging growth of partnerships.
- Build/leverage key donor relationships through signature event participation and underwriting
- Leadership in the planning of annual Special Olympics Michigan signature fundraising events:
 - Ties & Tennies Gala (Detroit)
 - Champions Together Breakfast Fundraiser (Detroit)
 - Flag Football & Sports Fundraising Events (various locations)
- Solicit & manage auction item donations for Gala and other regional fundraising events.
- Accountable for reaching revenue goals of fundraising events and campaigns.
- Produce Polar Plunge events (multiple locations across state), including development of host committees, recruitment of local sponsors and “plungers”, and promotion of events.
- Provide event leadership for Draw Ceremony Event and Sponsor Expo Events, as part of the Unified Cup international soccer tournament (Detroit, August 2022)
- Orchestrate the Special Olympics presence at third-party events, including Pine Trace Golf Club member outing, corporate golf outings, community festivals, and others as assigned.
- Coordinate social media, public relations, volunteer management, and logistics for Special Olympics fundraising events in the Southeast Michigan region.
- Support Special Olympics statewide tournaments and sport training events by assisting with coordination of VIP Receptions, social media posting, event logistics support, and other duties as assigned. Provide on-site relationship management for corporate volunteer groups.
 - *Events Include: Fall Games in Ann Arbor Area, Winter Games in Traverse City, Summer Games in Mt. Pleasant, Young Athletes Program in Detroit. Some events require in-state travel & overnight accommodations.*
- Preparation of community & corporate partnership proposal materials, including planning of Special Olympics presence at corporate and community events, assembling of partnership proposals, and assisting in stewardship of current corporate partners.

DESIRED QUALIFICATIONS:

- **Experience:** 3+ Years minimum in related field
- **Education:** Bachelor's Degree, ideally in one of the following areas: Event Management, Recreation & Sport Management, Marketing, Public Relations, Non-Profit Management.
- Passion for advancing inclusion efforts, and being a part of the “inclusion revolution”.

- Excellent written & verbal communication skills, with experience in delivering presentations.
- Ability to confidently make an “ask” to potential sponsors, donors, and supporters.
- Willingness to develop relationships with a diverse range of supporters, including grassroots volunteers, corporate executives, community leaders, and education/health professionals.
- Related marketing and events experience, including proficiency in various social media platforms and event planning background.
- Ability to maintain strong project management / deadlines, while handling multiple priorities.
- Strong planning, organizational, and task management skills.
- An enthusiastic leader with a zest for learning, and a strong commitment to positively impacting the lives of children and adults living with intellectual disabilities.
- Ability to work in a small, dedicated, tight-knit team of development and events professionals, while tackling project management independently on projects.

REPORTING RELATIONSHIP:

- Works under the supervision of the Director of Corporate Engagement & Events.
- Office location is southeast satellite office, currently in Metro Detroit and remote.

WHY WORK FOR SOMI:

- Generous paid time-off policy and holiday time.
- Medical, dental, vision, & retirement benefits.
- Automatic 401k contribution.
- Flexible scheduling with opportunity to work remotely.

ABOUT US:

- Special Olympics Michigan (SOMI) is an inclusion organization that utilizes sports, health and educational program to fight inactivity, injustice and intolerance. As a result, people with intellectual disabilities become accepted and valued members of their communities, which leads to a more respectful and inclusive society for all.
- We provide year-round sports training and athletic competition for 22,000+ children and adults with intellectual disabilities in every county in the state.
- The SOMI team is made up of 30+ full-time staff that work throughout the state at various locations: our Mt. Pleasant Headquarters on CMU’s main campus, the Special Olympics Inclusion Center in Grand Rapids, and in Southeast MI Regional Offices located in Detroit, Flint, & Waterford.

Apply by sending resume & cover letter to ted.grossnickle@somi.org

[only electronic applications will be accepted.]