

JOB TITLE: Development Coordinator

DEPARTMENT: Development

REPORTS TO: Special Events Manager

SALARY RANGE: \$40,000 - \$45,000

STATUS: Full-time exempt, comprehensive benefits package, vacation/PTO based on policy

Special Olympics Oregon (SOOR) provides year-round sports training and athletic competition in a variety of Olympic-type sports for children, youth, and adults living with intellectual disabilities, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy, and participate in a sharing of gifts, skills and friendship with their families, other Special Olympics athletes, and the community.

POSITION SUMMARY/OBJECTIVE

The Development Coordinator will work closely with the fundraising and development team to create, implement, and oversee development programs and events that will help raise funds and support the mission of the organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Take ownership of select SOOR events, including securing venue, logistics, speakers, marketing materials, budget and vendors
- Coordinate and support peer-to-peer fundraising efforts
- Coordinate, manage, and execute all aspects of third-party events and partnerships including sponsorship activation
- Solicit, track and manage in-kind donation program
- Attend events and act as a point of contact for clients, vendors, and stakeholders
- Ensure compliance with legal, safety, and ethical standards in all aspects of events coordination
- Provide support for data and gift entry
- Provide support to Chief Development Officer as needed
- Other duties as assigned

SKILLS, ABILITIES & KNOWLEDGE:

- Minimum of 2 years of experience in events coordination, preferably in a corporate environment
- Experience in Event Planning, Marketing, Business Administration, or related field
- Strong verbal and written communication skills and is an empathetic listener
- Client focused, customer service mentality
- Creative thinker, promotionally minded
- Excellent communication and presentation skills
- Ability to work independently and as part of a team

- Proficiency in Microsoft Office suite and ability to learn software including Salesforce, Monday.com, etc.
- Strong organizational and time management skills

ADDITIONAL TRAITS AND ATTRIBUTES

- Aptitude for taking on challenges and situations with positive energy, sound judgment, and utmost integrity
- Must be able to prioritize, multi-task, and operate in a fast-paced environment
- Joyful team player and collaborator

WORKING CONDITIONS & PHYSICAL DEMANDS

- Fast paced, with significant people interaction
- Occasional travel throughout the state of Oregon
- Dexterity of hands and fingers required for operation of general office equipment
- May be required to work evenings and weekends
- Must pass pre-employment screening

WORK ENVIRONMENT

This position operates primarily in a professional office environment in Beaverton, OR with office hours typically being Monday – Friday from 8:30 AM – 5:00 PM, with flexibility in work-from-home or hours as approved by managers. In addition to working office hours, staff are required to work events that are in their scope as well as assist at events out of their scope as needed – with most events falling on weekends or evenings. The job will require a car for external meetings and limited travel around Oregon, and there is a possibility of out of state conferences (not frequent or guaranteed). Office attire is typically business casual, but more formal business attire may be needed for meetings.

EEO STATEMENT

Special Olympics Oregon is an equal employment opportunity organization. This job description serves as a general overview of the responsibilities and qualifications required for the Director of Strategic Partnerships at Special Olympics Oregon. Specific duties and requirements may vary depending on the organization's size, mission, and objectives.

DIVERSITY STATEMENT

Diversity, Equity, Inclusion, and Accessibility are at the heart of all that we do at Special Olympics Oregon as we strive to promote unity and create a community where everyone belongs.

We value, celebrate, and support all differences, backgrounds, abilities, and viewpoints. We believe that a focus on greater diversity and inclusion will enrich our organization and our world.

Applications will be considered on a rolling basis until filled. Please submit a cover letter and resume to Malea Tennyson at mtennyson@soor.org.