

SPECIAL OLYMPICS NORTH CAROLINA, INC.
POSITION DESCRIPTION
(Current Revision effective April 2016)

POSITION TITLE:	Manager for the NC Law Enforcement Torch Run
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DEPARTMENT:	Development
LOCATION:	Morrisville, NC
REPORTS TO:	Director of Development for the NC Law Enforcement Torch Run

PRIMARY PURPOSE: Provide logistical and administrative support for the Law Enforcement Torch Run. Assist with assigned fundraising and sponsorship development. Perform significant data entry and accounting of Torch Run fundraising.

PRIMARY DUTIES:

- Identify, cultivate and secure corporate sponsors for NCLETR to meet budget.
- Manage assigned logistical elements and volunteer recruitment for special events and promotions.
- Manage LETR agency contact database.
- Manage all data (entry and analysis) associated with Torch Run activities and fundraising
- Routinely maintain contact with Torch Run coordinators.
- Regularly update the LETR section of the Web site.
- Manage administrative elements associated with sponsorship and fund raising, and perform administrative tasks as needed.
- Steward existing NCLETR volunteers and select donors and sponsors.
- Manage and assist in creation of online fundraising platform, newsletters and event flyers and brochures.
- Perform other duties as assigned.

EDUCATION/EXPERIENCE/KNOWLEDGE, SKILLS and ABILITIES:

Required: Strong analytical, written, and verbal communication skills;
Demonstrated knowledge of computers and system/software programs utilized by SONC, including *current SONC applications*;
Ability to possess/maintain valid NC driver's license;
Ability to travel as needed.
Ability to lift up to 40 lbs. without assistance from others

Preferred: Bachelor's degree.
One to two years experience in not-for-profit fundraising.
Proven experience in event management.

SALARY:

Commensurate with experience, benefits package as outlined in the SONC Employee Handbook and annually approved by the SONC board of directors.

FLSA STATUS: Exempt position

Special Olympics North Carolina, Inc. is an equal opportunity employer