

**Special Olympics North Carolina, Inc. Position Description**  
*(Effective October 1, 2016)*

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<b>POSITION TITLE:</b>	Community Resource Director
<b>DEPARTMENT:</b>	Athlete Development
<b>LOCATION:</b>	Flexible but must reside in the State of North Carolina
<b>REPORTS TO:</b>	Vice President of Community Resources (primary); Vice President of Development (advisor)

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**PRIMARY PURPOSE:** The Community Resource Director works with local program leadership to carry out the mission of Special Olympics in designated communities by developing partnerships that result in athlete and volunteer recruitment, and sustainable funding resources.

**PRIMARY DUTIES:**

- Work with local program leadership to develop partnerships with appropriate nonprofit, for profit, and government organizations in designated communities for the purposes of volunteer recruitment, funding, and Special Olympics programming.
- Ability to write grants including all necessary follow up reports required by grantors.
- Manage and/or train volunteers to conduct special event fundraisers in an efficient and financially successful manner.
- Develop and educate local leadership about strategies for new-athlete recruitment and retention.
- Recruit, train, motivate, and manage local program coordinators.
- Create strategies for volunteer committee recruitment and training.
- Create sustainable fiduciary plans for each local program that includes creation of an annual budget consisting of revenue and expenses.
- Assist with integration of health, wellness and fitness initiatives with local sports programming.
- Develop coach and volunteer recruitment strategies to be implemented by the local program.
- Conduct regular strategic planning with local program leadership to develop partnerships amongst Unified Champion Schools, Torch Run agencies, and peer-organizations.
- Ability to make public presentations about Special Olympics to various constituents.
- Other duties as assigned.

**EDUCATION/EXPERIENCE:**

A bachelor's degree in sports management, recreation, communications, or a related field with a minimum of three years of experience in non-profit management role is preferred. Also preferred is someone with managerial experience and having the ability to delegate and communicate effectively. A high level of energy and the ability to make decisions independently while collaborating with organizational leadership is essential. Strong interpersonal skills combined with public speaking skills in order to make presentations to groups as well as create partnerships within a community are desirable. Strong organizational and time management skills are preferred.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

<u>Required:</u>	Strong analytical, written, and effective verbal communication skills; Ability to prioritize and meet deadlines; Demonstrate knowledge of technology including system/software programs used by SONC, including <i>current SONC applications</i> ; Ability to possess/maintain valid NC driver's license; Ability to travel as needed; Attend work regularly; Represent the Organization in a professional manner; Attend Special Olympics events as assigned; Extensive night weekend work and travel as required.
<u>Preferred:</u>	Previous experience with Special Olympics, and/or volunteer management; Grant writing and reporting; Special event fundraising management experience.

**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