

SPECIAL OLYMPICS PRINCE EDWARD ISLAND

POSITION DESCRIPTION

Updated – Jan 2025

TITLE

Donor & Membership Management Coordinator

DESCRIPTION

The Donor & Membership Management Coordinator is the staff person of Special Olympics PEI (SOPEI) responsible for ongoing support for entry and integrity of SOPEI data.

QUALIFICATIONS

- Knowledge of and experience in the field of individuals with an intellectual disability is an asset.
- Knowledge of and experience in Microsoft software is an asset.
- Driver's license valid in PEI, and access to a vehicle.
- Ability to represent the organization in a professional manner
- Requirement to work some evenings and weekends
- Effective communication in English (both in writing and verbally), interpersonal skills, effectively problem solve, provide advice, and exercise confidentiality for sensitive information.

RESPONSIBILITIES

This is a dynamic role that will require the following functions including, but not limited to:

- Support registration of participants, prepare programs and promotional material, and publicize events.
- Ensure compliance with organizational by-laws and policies.
- Contact regarding database updates for all athletes/volunteers (registration, medical records, competitions and history)
- Ensure all volunteer guidelines are met and supply a compliance report for the Executive Director and Board of Directors as directed
- Assist with the development and implementation of a volunteer orientation/recruitment package
- Build upon the Athlete/Volunteer base
- Ongoing management of donor and member data while updating archived sport results by individual and team
- Develop sufficient knowledge of Special Olympics to answer general questions
- Ensure adherence to the brand standards for Special Olympics
- Provide regular program information to athletes, coaches, families and volunteers, either directly, or to other SOPEI staff, through a variety of communication tools

Fiscal Management/ Administration

- Follow all fiscal controls at all organizational levels
- Provide support to other SOPEI staff as required
- Perform other duties as assigned by the Executive Director

SUPERVISION

The Program Director supervises the performance of this position and provides ongoing direction.

SUPERVISION EXERCISED

The Executive Director directly supervises all Special Olympics staff.

MISSION

Special Olympics PEI is dedicated to enriching the lives of Islanders with an intellectual disability through sport

Donor & Membership Management Coordinator

Date

Executive Director

Date

