



JOB POSTING

Position Title: **Manager, Partnerships & Business Development**

Employment Terms: **Permanent, Full Time**

Reports to: **Senior Director, Partnerships & Business Development**

Imagine being part of a global movement that through the transformative power of sport, opens hearts and minds towards people with intellectual disabilities to create inclusive communities all over the world. At Special Olympics Canada, our team includes people just like you: dynamic, innovative, empowered, passionate and committed to making a difference. Join us as part of our Fund Development team, helping to manage and steward leading Canadian businesses and foundations and to grow our national partner portfolio.

ORGANIZATION BACKGROUND:

- Special Olympics Canada (SOC), a leading program within the worldwide movement, is dedicated to enriching the lives of Canadians with an intellectual disability through the transformative power and joy of sport.
- Special Olympics empowers children, youth and adults with an intellectual disability to realize their full potential and diversity and inclusion are values that are central to the Special Olympics movement.
- SOC is a national charitable grassroots organization that provides sport training and competition, as well as opportunities off the field of play, for more than 49,600 athletes of all ages and abilities.
- More than 21,000 volunteers, including 14,000 trained coaches, currently support Special Olympics programs every day in 365 communities across Canada.
- SOC's programs are supported by corporate sponsorship, fundraising activities, government funding, foundations, individual donors and the involvement of volunteers in communities across the country.
- Special Olympics in Canada follows a federated program delivery model with a National Office and twelve provincial/territorial incorporated Chapters.

POSITION SUMMARY:

The Manager, Partnerships & Business Development will be responsible for and have experience in the management, stewardship and relationship building with corporate and foundation partners, including two of our largest partners that are leading Canadian brands. In addition, this position will also be responsible for supporting new business development opportunities, including the solicitation and cultivation phase of new foundation and corporate partners, and the on-going management and stewardship of any newly secured partners. The position will also help to manage and support other fundraising related proposals, activities and events. The eligible candidate must have excellent writing and communication skills, and be very comfortable and skilled in stewardship, research and managing key stakeholders.

Special Olympics Canada

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Created by the Joseph P. Kennedy Jr. Foundation for the benefit of persons with intellectual disabilities.

Olympiques spéciaux Canada

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Créé par la Fondation Joseph P. Kennedy fils au profit des personnes avant une déficience intellectuelle.



The Manager, Partnerships & Business Development will work in the Fund Development department, working collaboratively and cross-functionally with the Marketing & Communications, Finance, Information Systems and Sport departments.

JOB DUTIES & RESPONSIBILITIES:

- Manage and oversee select Special Olympics Canada National Partners, acting as the primary relationship manager for designated corporate and foundation partners, including regular management of activities, promotions, cause marketing campaigns and fundraising, including regular communication and reporting (60%);
- Assist in corporate and foundation development opportunities, including prospect research, proposal development and supporting solicitations (20%);
- Act as a key communication liaison with, and support for, Special Olympics provincial/territorial Chapters and Special Olympics International in relation to National Partner activation, reporting, and employee engagement activities and opportunities, as well as revenue generation opportunities at the Chapter level (10%);
- Assist the Director, Individual Giving in the writing of major gift proposals, donor reports and stewardship, as opportunities arise (5%)
- Support the partnership and business development department on various activities and events such as the Special Olympics Canada LIMITLESS Gala, annual Partner & Friends Reception, Special Olympics National and World Games events and other events as determined (5%);
- Provide reports and updates on activity to the Senior Director of Partnerships & Business Development and the Vice President, Fund Development and Marketing & Communications team;
- Work cross-functionally across the organization including with the Sport, Finance, Information Systems and Marketing & Communications departments;
- Provide other administrative and general support to business development and partnership activities as required.

EMPLOYMENT REQUIREMENTS:

- A bachelor's degree from a post-secondary institution;
- A minimum of five years of experience working with and managing partners including experience in progressively more senior fundraising roles;
- Proven track record stewarding large national corporate and foundation partners, including overseeing major partner cause marketing and fundraising campaigns and writing annual and campaign reports;
- Experience in business development and fundraising activities such as writing proposals, creating pitch decks, moves management, prospect research software and creating budget spreadsheets;
- A highly motivated, organized, creative and pro-active individual with exceptional verbal and written communication skills (proposals, reports, letters, meeting minutes etc.) and



- attention to detail;
- Strong analytical and problem-solving skills;
 - Ability to work in a flexible team environment with a focus on internal and external service;
 - Passionate about sport and its transformative power on individuals with an intellectual disability;
 - Proficiency working with Microsoft programs (Word, Outlook, PowerPoint, Excel) and CRM software;
 - Bilingualism is a key asset. Preference will be given for bilingual candidates but non-bilingual candidates with the right skill set will be highly considered.

COMPENSATION:

- Excellent benefits package including RRSP and employee insurance (medical, dental, life, accident and long term disability).
- Salary commensurate with experience and qualifications.

APPLICATION DETAILS:

Please submit your application by December 14, 2020 to Alexius D’Cruze at adcruze@specialolympics.ca

SOC is an equal opportunity employer committed to employing a diverse workforce. We encourage all qualified individuals to apply and thank all those who do. Only those selected for an interview will be contacted.