



## JOB POSTING

Position Title: **Manager, Partnerships & Events**  
Employment Terms: **Permanent, Full Time**  
Reports to: **Senior Director, 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 Partnership team, helping to manage and steward leading Canadian businesses and foundations and to grow our major stewardship and fundraising events.

## 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 active participation in sport.
- SOC is a national not-for-profit grassroots organization that provides sport training and competition opportunities for more than 45,000 athletes of all ages and abilities.
- More than 21,000 volunteers, including over 13,000 trained coaches, currently support Special Olympics programs every day in virtually every community across Canada.
- Special Olympics Canada'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 & Events is responsible for a portfolio that includes managing select National Partners while also overseeing a number of vital fundraising and stewardship activities and events. Partner management responsibilities include servicing a number of SOC partners, delivering on contractual rights and benefits, ensuring regular and on-going communication and reporting, and helping to oversee and grow key National Partners. Event and stewardship responsibilities include managing SOC's signature fundraiser - LIMITLESS: The Special Olympics Canada Gala - and the planning and hosting of National Partners and VIPs at its National and World Games Experiences.

The Manager, Partnerships & Events is an integral part of the Fund Development team, which is responsible for all SOC corporate, individual and foundation fundraising and related events. The position works collaboratively and cross functionally with the Marketing and Communications, Finance and Sport departments. SOC currently has 25 dedicated National Partners and is benefitting from an exciting period of growth. This is an opportunity to work in a dynamic and impactful sport and charitable organization, supporting and helping to grow partnerships with some of Canada's largest companies and brands.

### 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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## **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 and fundraising, and on-going communication;
- Manage the planning and execution of LIMITLESS: The Special Olympics Gala, working in conjunction with our event production partner, SOC colleagues and the volunteer committee on all aspects on the event, including sponsorship, sponsor and National Partner recognition and on-site activation;
- Manage and serve as the day-to-day lead, working in conjunction with the Partnership Officer and other SOC colleagues, in the planning of SOC's National and World Games Experiences, responsible for the planning and execution of the hosting of National Partners, Board members, Chapter representatives and other VIPs. Responsibilities include the planning of all on-the-ground events and activities, negotiating and securing transportation, meals and hotels, liaising with Special Olympics International (World Games), creating daily itineraries and hosting collateral, overall management of the Games Experience budget and hosting guests at the Games;
- Act as a communication link and key liaison with Special Olympics Chapters and Special Olympics International in relation to National Partner activation, reporting, and employee engagement activities and opportunities;
- In conjunction with the Manager of Partnerships & Business Development, oversee and support Special Olympics Canada National Winter and Summer Games Organizing Committees, specifically related to the vetting of Games sponsors, providing sponsorship guidance and support to help ensure sponsorship fundraising goals are achieved, and supporting recognition plans for National Partners and Games sponsors;
- Support various partner related activities and planning including stewardship and recognition of National Partners at Special Olympics Canada's Awards Night, Special Olympics Team Canada World Games Send Off and other events as determined;
- Oversee and support new 3<sup>rd</sup> party events;
- Provide reports and updates on activity to the Senior Director, Business Development and the Vice President, Fund Development;
- Work cross functionally across the organization including with the sport, finance and marketing departments; and
- 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;
- 5+ years of progressive experience working in sponsor activation and event management;
- Experience servicing, managing and stewarding partnerships;
- Excellent volunteer management skills and demonstrated high level of customer service; proven ability to service and steward senior executives and VIPs;
- Highly motivated and pro-active with strong project management skills;
- Good analytical and problem solving skills;
- Exceptional verbal and written communication (proposals, letters, reports, meeting minutes etc.) skills;
- High level of confidentiality, discretion and diplomacy;



- Ability to work in a flexible team environment with a focus on both internal and external service;
- Passionate about sport and its transformative power on individuals;
- Proficiency working in Microsoft Office software applications including Power Point and Excel;
- Bilingualism is an asset; and
- Ability and willingness to do limited domestic and international travel and weekend work.

**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 **August 15, 2018** to: Alexius D'Cruze at [adcruze@specialolympics.ca](mailto: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.