



JOB POSTING

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

Employment Terms: **12 month contract (parental leave)**

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 and developmental 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 or developmental disability through the transformative power and joy of sport.
- Special Olympics empowers children, youth and adults with an intellectual or developmental 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 42,000 athletes of all ages and abilities.
- More than 21,000 volunteers, including 14,000 trained coaches, currently support Special Olympics programs every day in over 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 is responsible for and has experience in management, stewardship and relationship building with corporate partners, with a focus on our two largest partners, Empire and Tim Hortons. In addition, this position is also responsible for supporting the solicitation of new corporate prospects, and the on-going management and stewardship of select newly secured partners. The position also helps to manage and support other fundraising related proposals, activities, and events.

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 ayant une déficience intellectuelle.



The Manager, Partnerships & Business Development is a key member of 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 a number of Special Olympics Canada National Partners, acting as the primary relationship manager for designated corporate partners, including regular management of activities, promotions, campaigns and fundraising. Lead and support regular touchpoints and communication and reporting, ensuring a positive relationship and understanding key partnership drivers;
- Oversee, grow, and manage SOC's largest partner, Empire, including their annual in-store fundraising campaign, working with, and guiding Chapter involvement (to meet and exceed fundraising and other identified goals). Work with SOC's Health Manager to ensure a seamless integration of Empire's focus on health and nutrition, connecting them to SOC's Health Strategy. Other responsibilities include leading and providing reports on partnership activities and campaign reports). Lead on-going communication and strategy development and maintaining overall positive partner satisfaction;
- Oversee, grow, and manage the Tim Hortons partnership, including their annual Special Olympics donut fundraising campaign (to meet and exceed fundraising and other identified goals), including managing the relationship with Bell Media, working with SOC Marketing and Communications and Chapters on execution and delivery, developing and identifying new strategies and creating a wrap report. Work with SOC's Manager of Programs to ensure all benefits are provided and other opportunities identified and executed related to Tim Hortons' sponsorship of Special Olympics children and youth programs (ActiveStart and FUNdamentals). Lead on-going communication and strategy development and maintaining overall positive partner satisfaction;
- Assist in corporate development prospecting where needed, including providing support to build proposals, create decks and manage and participate in meetings and follow-ups as necessary;
- Work with partners on growing existing campaigns and developing new fundraising activities through the Crowd Change platform;
- Act as a key communication liaison with, and support for, Special Olympics provincial/territorial Chapters in relation to Empire and Tim Hortons's campaign activations and in-kind support, including coordinating store visits during the campaign, troubleshooting partner related issues, attaining information for reporting purposes, determining and preparing for the allocation of funds and in-kind support to Chapters (i.e. determining distribution based on funds raised and other considerations such as athlete numbers) and employee engagement activities and opportunities;
- Support the partnership and business development department on various activities and events such as the Special Olympics Canada LIMITLESS Gala, Special Olympics National and World Games events and other events as determined;



- Provide regular 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 Marketing & Communications departments, Sport, Finance and Information Systems;
- 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 partnership management;
- Experience servicing, managing and stewarding corporate partners;
- Highly motivated and pro-active with strong project management skills;
- Good analytical and problem solving skills;
- Exceptional verbal and written communication skills (e.g. presentational, proposals, letters, wrap and summary reports, meeting minutes etc.);
- Excellent interpersonal skills with a capacity to consult with, develop and maintain a variety of stakeholder partnerships;
- Ability to work in a team environment with a focus on both internal and external service;
- Passionate about sport and its transformative power on individuals;
- Dependable judgement and decision making skills;
- Comprehensive computer skills;
- A self-directed and enthusiastic team player;
- Bilingualism (English/French) is an asset.

RESPONSIBILITY FOR SUPERVISION:

- This position does not include responsibility for supervision of employees;

WORKING CONDITIONS:

- The position is performed in a hybrid (home/office) work environment (currently two days per week in office), primarily sitting and working on a computer.
- The position is based in SOC's office in Toronto at 21 St. Clair Ave. East.
- Occasional travel and weekend work is required to attend events and give presentations.

COMPENSATION:

The salary will be commensurate with skills and experience.

APPLICATION DETAILS:

Please submit a resume and cover letter by **July 15, 2024**, to adcruze@specialolympics.ca with "Application for Manager, Partnerships & Business Development" in the subject line: 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.