



**Position:** Southwest Region Manager, Competition and Operations

**Reports to:** Director, Sports Development and Competition Operations

**Locations:** Hybrid (work from home and in office as it relates to event prep)

**Primary Job Functions:** To manage and execute quality competition and events located in the Southwest Region for Special Olympics Washington.

**Overview:** We are seeking a highly skilled and motivated Region Manager with a strong background in event management and operations. In this position, you will be responsible for overseeing the complete planning, execution, and management of Special Olympics Washington's Region sports competitions taking place in the Southwest Region (Counties served: Grays Harbor, Lewis, Pacific, Thurston, Pierce, Clallam, Jefferson, Kitsap, Mason, Clark, Cowlitz, Skamania, Wahkiakum). You will handle all operational aspects of these events, while working cross-departmentally to ensure the needs of each department are met and that key aspects of Special Olympics Washington programming are integrated in these events where applicable (i.e., health programs, young athletes, unified schools, etc.).

The position will recruit, steward, and manage the volunteer leadership teams responsible for creating quality competitions; also known as Games Management Teams (GMT). The candidate should have a strong background working with volunteers and will work alongside the Games Management Teams to ensure high quality, well-executed Competition opportunities or events for athletes of all ages and abilities.

This individual is expected to learn and demonstrate conscientious knowledge of Programs Quality Standards and sports rules as set forth by Special Olympics North America and Special Olympics International to measure, meet and deliver the highest level of competition possible.

### **Primary Responsibilities:**

#### *Event Management*

- Oversee all planning, logistics and communications for all Region and local level competitions, events, and championships.
- Oversee venue selection for competitions and events including 'Request for Proposal' (RFP) processes, contract negotiations, site visits and relationship management related to venues.
- Responsible for overall contract and vendor negotiations and ensure services provided are in line with the organizations policies (i.e., food and beverage guidelines)
- Use 'Program Quality Standards' developed by Special Olympics North America when conducting events to ensure quality outcomes and access improvements.
- Complete post-event evaluation for each event to ensure year over year quality improvements.
- Ensure any competition related sponsor and grant deliverables are met.

- Cross-collaborate with all departments to ensure needs or requirements for each department are met for all events (i.e., health, marketing as examples)
- Collaborate with Unified Champion Schools staff to ensure dates, communication, and integration of competition where possible.
- Ensure compliance with Special Olympics guidelines, policies and standards, General Rules, and adheres to Special Olympics International/Special Olympics North America Risk Management polices/practices at all levels to protect the organization and prevent loss.
- Ensure all attendees' safety at events is of the highest priority and the participation experience is high quality.
- Responsible for ensuring that staff are trained and aware of crisis management plans and evacuation plans for each event. Consult with Emergency Management Group to ensure that minimum standards for this are met and mass communication systems are established.

*Volunteer Management:*

- Oversee recruitment, management, and training of Games Management Teams (GMT) in the planning and implementation for each event.
- Provide volunteers needs to Director of Volunteer Programs to ensure posting on TRS system.
- Ensure Athlete Leaders are integrated and leading different aspects of the overall event and are active Games Management Team members.

*Administrative:*

- Develop, manage, and report on competition budgets.
- Ensure proper insurance certificates and appropriate coverage is provided to vendors or rental facilities.
- Work with the Sports, Program and Data and Administration staff team to ensure that all data entry and communication processes for state competitions are complete (i.e., use of Games Management System, background check processes completed).
- Work with Development and Volunteer Services teams on defining and procuring in-kind event supplies.
- Prepare all necessary reports and paperwork in a timely and legible fashion (i.e., purchase orders, credit card reconciliation, grant reports, in-kind donation tracking, etc.)
- Expected to understand and utilize Games Management System (GMS). Training will be provided.

**Qualifications and Knowledge Requirements:**

- Experience in Event Management or Project Management
- Preferred to have a Bachelors in Sports Administration or similar, open to other levels of education based on increased experience.
- Knowledge in Microsoft Office Suite
- Experience and understanding of accessibility and Inclusion as it relates to events: Understanding of accessibility requirements and strategies to ensure that events are as inclusive as possible for our constituents.

**Additional Traits:**

- Excellent Communication and Interpersonal Skills
- Organization and Time Management
- Problem-Solving Abilities
- Leadership and Team Management
- Negotiation and Financial Skills

**Working Conditions:**

- This position is remote and will have the flexibility to work from home but will need to come to the office as it is related to preparation and event readiness.
- On-Site and Off-Site Work: This position will involve work both on-site at the event venue and off-site at their office or other locations. On-site work involves overseeing event setup, managing logistics, coordinating with vendors and staff, and ensuring smooth event operations. Off-site work involves planning, budgeting, marketing, communication, and administrative tasks.
- Physical Demands: Event management can involve physical work, such as setting up and dismantling event equipment, moving furniture, and being on your feet for extended periods. Individuals should be able to lift 50lbs.
- Travel requirements and working weekends: This position may travel depending on the location and needs of the event and will be expected to work some weekends related to their events.

**Salary and Benefits:**

- This position is fulltime exempt, salaried position.
- This is a hybrid position expected to work mostly remotely and will be required to be in office as it related to the needs and support of the event.
- Salary range is \$67,500-75,000
- Benefits
  - Medical, dental, vision, life, and disability insurance
  - 403(b) retirement plan, 100% vested immediately with up to 5% matching after designated waiting period.
- Vacation and sick leave

**About Special Olympics Washington**

We are a catalyst for inclusion! Special Olympics Washington is the leader in sports, health and community building, empowering children, and adults with intellectual disabilities to be valued on and off the playing field.

Through programming in sports, health, education and community building, the Special Olympics is changing the lives of people with intellectual disabilities. Special Olympics can remove barriers and stigmas that people with intellectual disabilities face, and to share with the community the gifts and talents they possess. Everyone who comes in touch with Special Olympics is impacted in a way that helps them strive to achieve their personal best.

Qualified candidates should send apply here: <https://bit.ly/RegionManagerApply>

No phone calls, please.

**Our Commitment to Inclusion, Diversity, Equity, and Access**

Special Olympics Washington commits to building an inclusive, diverse, equitable and accessible community that empowers individuals with and without intellectual disabilities to celebrate their similarities and differences. Through our programming, we foster a community of belonging and inclusion for all. Special Olympics Washington is an Equal Opportunity Employer.

**Join the Team!**

Be a part of Special Olympics Washington and help support thousands of athletes across the State of Washington!