



Position: Vice President of Programming and Athlete Experience

Reports to: President and CEO

FLSA Status: Full Time Exempt

Description

Special Olympics Delaware (SODE) seeks a dynamic and experienced VP of Programming and Athlete Experience to lead our organization's programming and implementation efforts. The ideal candidate will be a strategic thinker with a proven track record in program management, event planning, and leadership. This individual will oversee all program strategy, development, execution, and evaluation for the organization, ensuring programs align with the Special Olympics mission and operational priorities, and strategic plan.

Major Responsibilities

- Management and support of Sports and Competition, Fitness Opportunities, Unified Champion Schools, Athlete Leaders, Young Athletes, Athlete Screenings, Camp Barnes, and any other athlete related programming
- Will serve as a member of the organization's senior leadership team
- Oversight of development, planning, and management of all sports training and competitions, athlete and volunteer recruitment and retention, and community-based health and fitness initiatives
- Management of all sports offered in accordance with Special Olympics Inc., Special Olympics North America, & SODE rules and standards
- Plan and execute all state-level competitions and qualifiers, event logistics, and operations.
- Oversee and support SODE participation in higher-level competitions (regional, USA Games, and World Games)
- Prepare and maintain annual budget for sports competitions and community-area programs
- Create and adhere to timelines, policies, and procedures for sports training and programming
- Oversee coach education, clinics, and certification
- Ensure all equipment and uniforms are ordered and in good repair for all competitions.
- Manage volunteer committees for state competitions, including developing goals and objectives for committee members, facilitating meetings and leading and supporting members to successfully provide a safe and meaningful experience for all athletes, coaches, volunteers, and spectators
- Lead annual collection and analyzation of participant data for yearly census, accreditation, and annual report
- Collaborate with Marketing & Development team to implement the best written and visual content that supports programming, competitions, and participant recruitment and retention
- Serve as liaison between SODE and SONA/SOI in matters involving sports, competition and community-area programming
- Support other SODE events including major sports competitions and fundraisers

Qualifications

- Bachelor's Degree from an accredited college/university, preferably in sports management, non-profit management, human services, or a related area
- Established proficiency and practical experience in event planning and management
- Project management experience and highly organized with the ability to handle multiple projects, prioritize work, and meet deadlines
- Ability to adapt easily in fast-paced, ever-changing environment
- Proven ability to work and collaborate with assorted levels of audiences, while appreciating and understanding different opinions
- Maturity of judgment, high level of accuracy and close attention to detail, with strong ethical sense to handle sensitive information appropriately
- Proven ability to work as a team player with various groups and organizations, always leading by example
- Understanding of the mission and function of Special Olympics Delaware or similar charity and passion for opening the minds of all people to the gifts and talents of our athletes
- Excellent interpersonal, presentation, and communication skills, both verbal and written
- Proficiency in Word, Power Point, Outlook, and Excel
- Willingness to travel statewide and work a 40+ hour work week; night and weekend work will be required frequently.
- Able to lift and move 25-50 pounds
- Must be able to pass a background check

Compensation

- Salary range \$90,000 - \$110,000
- Full Medical & Dental Benefits, 100% covered for individuals
- Longevity Bonuses, Life insurance, 401k Match, Paid Time Off

Schedule

- 40 hours/week on site
- Nights and weekends as needed

Application Details

Please submit a cover letter and resume to:

David Halley
President & CEO
david.halley@sode.org

❖ *Special Olympics Delaware is proud to be an equal opportunity employer. We do not discriminate based on any characteristic or status protected by applicable law.*

❖ *Special Olympics has the right to change job duties at any time, and this job description is not designed to cover every requirement of the job.*

❖ *Employment with Special Olympics Delaware is at will. "Employment at will" means that an employee may end his/her employment at any time for any reason, and that the employer may terminate an employee at any time for any reason, with or without cause.*