

Position Description

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| Position Title: Chief Program Officer | Supervisor: President & CEO |
| Department: Program | Full or Part Time: Full time |
| FLSA Status: | Salary Grade: |
| Position Code: | Revision Date: 7-8-22 |

| Position Summary |
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| SORI seeks an enthusiastic, experienced leader who will be responsible for developing and executing on an end-to-end athlete experience blueprint. This exciting leadership opportunity will lead the overall development and management of SORI programs throughout the state and at all levels (local, state, regional, national and international). The Chief Program Officer plays a vital role as a member of SORI's leadership team. |
| Key Duties and Responsibilities |
| The Chief Program Officer is responsible for the overall management and direction of the Special Olympics Rhode Island Sports and Athletics Program, following the General Rules as outlined by Special Olympics Inc. They will oversee all athletic events and competitions conducted by SORI. Reports to the President and CEO of Special Olympics Rhode Island. |
| Essential Functions/Position Responsibilities |
| <ul style="list-style-type: none"> • Directs and supervises management of all SORI athletic events and sports. • Directs and supervises management of Unified Champions Schools program • Directs and supervises operations for large scale multi-sport events and competitions • Supervises all professional programming staff, coaches and volunteers • Works to develop and recommend additional areas of program activities through which the organization can fulfill its goals and objectives, and provide a program consistent with the purposes of Special Olympics • Promotes and actively solicits feedback from athletes, families, and volunteers • Contributes and actively participates in athlete leadership training • Directs and coordinates SORI's participation in World Games, USA Games, Individual invitational • Directs, cultivates supervises community-based programming including young athletes, unified juniors and adults • Supervises overall volunteer engagement including the recruitment and training of coaches • Implements the Unified Champions School budget and application • Responsible for all contracts and insurance as it relates to programs and drives the programs in a positive direction. Works with staff and volunteers to ensure policy compliance • Develops and implements budget for SORI programing • Administers all federal and state grants in collaboration with SORI grants officer • Promotes Diversity, Equity and Inclusion policies and practices throughout all programming in alignment with SORI and SOI Diversity, Equity and Inclusion requirements • Act as a representative of SORI at all times including at numerous events. • Collaborates with SORI marketing and event team members to promote athletes and programs • Responsible for the day-to-day operation of assigned areas. • Assigns staff to supervise local SORI programs • Works closely with volunteers providing necessary guidance to develop large management teams. Empowers groups to manage events with the understanding that the final authority is at the state level. • Provides leadership in a fluid environment and adapts to duties and responsibilities as assigned. |
| Qualifications & Requirements |

- Bachelor's degree with Master's degree in sports, education, public administration or related field preferred
- 5-10 years' experience in non-profit administration, ideally in Special Olympics
- Experience in acquiring and adhering to state, federal and charitable grants on all levels
- Experience with managing individuals, groups and volunteers
- Experience working with and understanding of individuals with intellectual disabilities
- Comfortable working closely in the field with individuals with disabilities
- Ability to interact with individuals at all levels of the organization
- Champions and promotes inclusion
- Superior communication skills including written, verbal and confidence to speak publicly in a group setting
- Having a management style that gives individuals the flexibility and autonomy to complete their tasks
- Ability to work flexible hours, nights and weekends
- Athletic and/or sports background preferred
- Experience planning, coordinating and leading major events with all types of volunteers
- Ability to make split second decisions that could affect the outcome of events
- Proficiency in Microsoft Office and database management systems

Special Olympics of Rhode Island operates as an Equal Opportunity Employer and an Affirmative Action Organization. SORI provides equal employment opportunity to all qualified applicants and employees without regard to race, religion, color, sex, age, national origin, marital status, veteran status, sexual orientation, gender identity and mental or physical disability.

Interested candidates should submit a cover letter and resume to careers@specialolympicsri.org or visit <http://www.specialolympicsri.org/>.