

Position Description

Position Title: Chief Mission Officer	Supervisor: President & CEO
Department: Program	Full or Part Time: Full time
FLSA Status:	Salary Range: \$70,000 – \$90,000
Position Code:	Revision Date: 1-10-23

Position Summary
SORI seeks an enthusiastic, experienced leader who will be responsible for developing and executing an end-to-end athlete experience blueprint and pipeline. 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 Mission Officer plays a vital role as a member of SORI's leadership team and advisor to the President and CEO.
Key Duties and Responsibilities
The Chief Mission Officer will partner with the President and CEO on the overall management and direction of the Special Olympics Rhode Island programming including sports and athletics programs, state programs, athlete leadership, Unified Champion School, and Unified Champion City Schools. This position will be responsible for growth, efficiency, effectiveness, and enabling athletes of all abilities to participate. Reports to the President and CEO of Special Olympics Rhode Island.
Essential Functions/Position Responsibilities
<ul style="list-style-type: none"> • Supervises management of all SORI programming • Supervises all professional athlete leadership, community programming, state programming, Unified Champion Schools (UCS), and Unified Champion City Schools (UCCS) staff, coaches and volunteers • Works to develop, integrate, 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 • Develop and support programmatic pipeline for all athletes and prospective athletes • Promotes and actively solicits feedback from athletes, families, volunteers, and stakeholders • Contributes and actively participates in athlete leadership training • Directs and coordinates SORI's participation in World Games, USA Games, and Invitational Tournaments • Directs and coordinates SORI's Summer Games in collaboration with President and CEO • Supervises overall volunteer engagement including the recruitment and training of coaches • Administers overall budget management for UCS and UCCS • 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 departmental budget for SORI programs • Serves as a representative and spokesperson of SORI • Collaborates with SORI marketing and event staff to promote and celebrate 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 • Provides leadership in a fluid environment and adapts to duties and responsibilities as assigned.
Qualifications & Requirements
<ul style="list-style-type: none"> • Bachelor's degree required

- Master's degree in sports management, education, business, or public administration or related field strongly preferred
- 5-10 years' leadership experience in non-profit administration or related field required
- Supervisory experience required
- Experience turning strategy into action, managing budgets, and meeting strategic goals
- Experience in acquiring and adhering to state, federal and charitable grants
- Experience with managing a diverse group of individuals, groups, and volunteers
- Experience working with and understanding of individuals with intellectual disabilities
- Experience planning, coordinating and leading major events
- Superior communication skills including written, verbal and confidence to speak publicly in a group setting
- Management style that empowers others and provides the flexibility and autonomy to complete tasks
- Ability to work flexible hours, nights and weekends required
- Local travel required
- Athletic and/or sports background strongly preferred
- Ability to make split second decisions that could affect the outcome of events
- Creative, adaptive, and growth oriented
- 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/>.

ESSENTIAL FUNCTION ESTIMATE OF PHYSICAL, ENVIRONMENTAL & MENTAL REQUIREMENTS				
Physical Requirements	Rarely (15%)	Occasional (15% - 40%)	Frequent (40% - 70%)	Continuous (Over 70%)
Lifting under 40 lbs.			X	
Lifting over 40 lbs.		X		
Dusty Environment	X			
Cramped Quarters	X			
Using Oil or Chemicals	X			
Standing		X		
Climbing Ladders	X			
Uneven Surfaces	X			
Exposure to Fumes/ Odors	X			
Exposure to Heat / Cold Temps		X		
Working Inside and Outside			X	
Climbing Stairs		X		
Sedentary Work	X			
Typing / Data Entry/ Computer		X		
Stooping		X		
Driving			X	
Walking			X	
Walk on Wet, Uneven, Slippery Surfaces		X		
Potential Exposure to Infectious Diseases	X			
Protective Equipment Required	X			
Phone Communications			X	
Bending		X		
Twisting Neck		X		
Bending at Waist		X		
Crawling	X			
Working in Confined Space	X			
Simple hand grasping 1 or both hands	X			
Fine manipulation 1 hand	X			
Fine manipulation both hands	X			
Repetitive Movement: Hand, Arms	X			
Reaching below shoulder height		X		
Reaching above shoulder height		X		
Repetitive movement: foot	X			
Kneeling	X			
Hearing		X		
Operating Moving Equipment (Fork Lift, Tractors, Movers, etc.)	X			
Reaching/Pulling/Pushing		X		
Acuity, Far – Clarity of vision at 20 feet or more	X			
Acuity, Near – Clarity of vision at 20 inches or less	X			

Physical Requirements	Rarely (15%)	Occasional (15% - 40%)	Frequent (40% - 70%)	Continuous (Over 70%)
Depth Perception – Three-dimensional vision. Ability to judge distances and space relationships.		X		
Field of Vision – Area that can be seen up and down or to right or left while fixed on a point.		X		
Accommodation – Adjustment of eye to bring object into sharp focus- Important for near point work.	X			
Color Vision – Ability to identify and distinguish colors.	X			
Cognitive Requirements	Rarely (15%)	Occasional (15% - 40%)	Frequent (40% - 70%)	Continuous (Over 70%)
Communications Oral			X	
Communication Written			X	
Mechanical Concepts	X			
Interpreting Skills		X		
Implementing			X	
Evaluating			X	
Organizing			X	
Consulting		X		
Analyzing			X	
Presenting			X	
Supervising				X
Ability to Deal With:				
• Stressful situations			X	
• Trauma, grief, death	X			
• Public Contact				X
Decision Making			X	
Work with Others				X
Work Alone		X		
Concentration			X	
Comprehend and follow instructions			X	
Relate to Others				X
Influence Others				X
Perform complex or varied tasks			X	
Additional Comments:				

