



Job title	Specialist, Sports Development & Operations
Reports to	Senior Director of Orange County Sports Commission
Department	Orange County Sports Commission
Classification	<i>Non-Exempt</i>
Date	<i>July, 2022</i>

General Summary

VISION: TO BE ORANGE COUNTY'S PREMIER SPORTS ORGANIZATION FOR EVENTS AND ADVOCATE FOR THE HEALTHY LIVING FOR ORANGE COUNTY'S YOUTH.

MISSION: ORANGE COUNTY SPORTS COMMISSION AIMS TO SOLICIT, PROMOTE AND ENHANCE SPORTING EVENTS TO CREATE A POSITIVE ECONOMIC IMPACT AND IMPROVE THE QUALITY OF LIFE FOR THE COMMUNITY.

The Specialist, Sports Development & Operations will advance the overall goals of Orange County Sports Commission (OCSC) by positioning, organizing, and servicing the county and partners as the premier sports events' destination globally.

Reporting to the Senior Director of Orange County Sports Commission, the Specialist, Sports Development & Operations is responsible for selling, booking and assisting event operational logistics of OCSC events. This person will also be responsible for overseeing, volunteer recruitment, calendar updates, collateral management. Additionally, this person will focus on booking small sports group business Anaheim Convention Center.

Primary Duties and Responsibilities

Essential Functions:

- Sell & book sporting events at the Anaheim Convention Center that are not defined as a citywide or major event. (e.g. USA Weightlifting American Open, Star Power Dance, Gold Medal Gymnastics etc).
- Sell & book sporting events that can be self-contained at hotels with sufficient meeting space in Anaheim & Garden Grove.
- Update a quarterly calendar of sporting events to share with partners and published on website. Then implement a system that that enables partner to report and post new and existing events to be promoted.
- Develop with the assistance of the Senior Director of OCSC an annual plan to sell and promote the Golden Ticket Fundraiser.
- Develop and implement a system with modern technology to communicate with event participants, partners, and volunteers. This can include tasks like event registration, volunteer database management and quarterly newsletter.
- Manage, track, and record traces, leads, bookings and service notes in database Simpleview.
- Develop event reports and distribute as required to sponsors, staff, and key stake holders.
- Support services team on annual booked events that are hosted by clients such as USA Volleyball, World Surf League, NCAA, Varsity Cheer, ESPN Events etc.
- Prepare, implement, and plan contributions and promotional items for clients and partners. As it relates to site tours or event opening celebrations.



- Organize and account for inventory collateral for equipment and promotional items in storage.
- Travel when necessary to tradeshow and conferences to sell and promote the destination, along with learning best practices fostering professional growth.
- Recruit, communicate and coordinate volunteer database that will be offered to Hosted Events as a supportive resource in our destination.

Background

Core Competencies

- Ability to think strategically and make decisions and recommendations that are in line with the organization's strategic objectives.
- Excellent interpersonal skills and ability to work effectively as a team member at all levels of the organization.
- Ability to exercise initiative, judgment, diplomacy and maintain confidentiality in a wide variety of internal and public situations.
- Strong organizational and time management skills; ability to handle multiple tasks and projects simultaneously.
- Outstanding oral and written communication skills including grammar, spelling and general written correspondence skills.
 - A. Supervision
Some supervisory experience is required for this position.
 - B. Confidentiality
Limited exposure to confidential information given from Senior Director, Sports Development.
 - C. Mental Application
Employee handbook followed guidelines.
 - D. Contacts – Internal and Public - A friendly personality and ability to be tactful, discreet, and informed is required to interact with staff, Orange County Sports Commission. Visit Anaheim partners, and the general public.

Specifications

- A. Education
Required: 4-year college degree or equivalent.
- B. Experience
Required: A strong passion for sports. 2 years sports management, tourism or event operations.
Preferred: Minimum of 3 years of sports management, event planning experience.
- C. Abilities
Required: Ability to perform multiple tasks and simultaneous projects with a high level of professionalism.



Preferred: Computer knowledge (software programs – CRM database, Microsoft Suite and Teams) knowledge of key markets, and related sports industry associations, national governing bodies, and rights holders.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The work environment is a professional business office.

Must be able to travel. Work week can exceed 37 1/2 hours and not be limited to traditional workdays (Monday-Friday). Occasional evenings and weekends are required.

A consistent and reliable presence at work is necessary, ability to work a hybrid schedule between the office and home-base. Hybrid schedule – Staff currently working from home Monday, Wednesday and Friday.

**Please submit resumes to: [Debbie Taylor at careers@visitanaheim.org](mailto:careers@visitanaheim.org).
Subject line to read: **Specialist, Sports Development & Operations****