



Administrative Operations Manager

Effective Date: August 25, 2026

Department: Executive

FLSA Status: Full-Time, Exempt (Salaried)

Reports To: President / Chief Executive Officer

Supervises: Interns, Volunteers

Company Overview

Special Olympics Alabama is a movement powered by joy, inclusion, and the life-changing impact of sport. Every day, across our state and around the world, athletes with intellectual disabilities discover new strengths, build confidence, and experience the joy of achievement — and we get to celebrate every moment alongside them.

As part of the world's largest organization serving people with intellectual disabilities, we are connected to millions of athletes, volunteers, families, and supporters who believe in a more inclusive future. Through sports, our athletes unlock skills, friendships, and opportunities that extend far beyond the playing field. Their courage and determination inspire communities everywhere to recognize the incredible talent and potential within every person.

Our mission is simple and powerful: to provide year-round sports training and Olympic-style competition for children and adults with intellectual disabilities, creating ongoing opportunities to build fitness, demonstrate bravery, experience joy, and share their gifts with teammates, families, and the broader community.

Special Olympics Alabama is more than a sports organization — it's a family, a movement, and a place where people come together to shine. We are rare, and we are looking for an individual who can be a part of this marvelous journey with us.

Position Summary

The Administrative Operations Manager plays a vital role in keeping Special Olympics Alabama running at its best. This dynamic leader oversees day-to-day operations, supports key HR and accounting functions, and partners closely with the CEO and Program Managers to build smart, effective organizational and program budgets.

This role is ideal for a hands-on, innovative, mission-driven professional who loves bringing structure, momentum, and creativity to operations. You will champion organizational excellence

SOAL offers a competitive salary with excellent benefits, 403(b) and a positive work environment. It is the policy of SOAL to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status with regard to public assistance, veteran status, or any other characteristic protected by federal, state, or local law. In addition, SOAL will provide reasonable accommodation for qualified individuals with disabilities.



by guiding core operational functions and leading both new and ongoing special projects that strengthen statewide impact.

You will plan, lead, and execute daily activities, ensuring smooth operations while keeping an eye on key strategic initiatives. Collaboration is central to this position, requiring close partnership with the Executive Leadership Team and engagement with internal and external stakeholders across the Special Olympics Alabama community.

This is a role for someone who loves details, thrives in a fast-paced, purpose-driven environment, and is excited to help build the systems that make our mission possible.

Essential Duties & Responsibilities

Executive & Administrative Support

- Serve as liaison to the President/CEO, board members, donors/prospects, corporate sponsors, and external organizations.
- Provide project and administrative support to the CEO and Manager of Program Operations.
- Ensure Executive staff are fully prepared for meetings; collect data, conduct research, prepare materials, and manage follow-up.
- Draft and supervise preparation of correspondence, memos, charts, tables, graphs, business plans, presentations, and reports.
- Maintain records of all communications to staff from the President/CEO.

Operational Management

- Evaluate, recommend, and implement project management tools and procedures to address organizational gaps.
- Oversee registration of all athletes and volunteers.
- Plan, execute, and close assigned projects according to scope, quality, schedule, and budget.
- Maintain master filing system for all SOAL documents.
- Oversee record retention policy implementation.
- Manage SOAL IT vendor relations; serve as primary contact for all computer issues and needs.
- Respond to requests for information concerning SOAL.

Board & Compliance

- Manage Special Olympics Alabama's national requirements and reporting.
- Handle confidential and non-routine information with discretion.
- Maintain Board of Directors records, including mailing lists, bylaws, member bios, and other retention duties.

Finance & Accounting Coordination

- Receive, review, and enter bills and invoices into the accounting system, ensuring appropriate documentation and coding are provided for processing.
- Act as liaison to external accounting agency; coordinate activities for accurate and efficient accounting procedures.
- Tracking, documenting, and insuring stewardship of organizational donations.

Organizational Effectiveness

- Assist CEO in ensuring efficient operations and overall organizational effectiveness.
- Support organizational priorities, timelines, and strategic initiatives.
- Provide event support, as needed, which may include some nights and weekends.

Required Skills & Competencies

- Communication: Clear, confident, intentional communicator; strong critical thinking.
- Customer Focus: Friendly, responsive, solutions-oriented; follows through consistently.
- Information & Records Administration: Strong data organization, research, and analysis skills.
- Managing Change & Flexibility: Adaptable, steady, positive in fast-moving environments.
- Ethics & Values: Demonstrates integrity and SOAL core values.
- Initiative / Action Oriented: Proactive, resourceful, adjusts course when needed.
- Integrity / Trust: Maintains confidentiality and accountability.
- Interpersonal Skills: Builds relationships; collaborates effectively; respects differing opinions.
- Planning / Goal Setting: Anticipates challenges; adjusts plans based on interim results.
- Problem Solving: Creative, flexible, solution-driven.
- Organization: Excellent organizational skills; meets deadlines consistently.
- Responsibility & Accountability: Adheres to policies; completes work timely and accurately.

Qualifications

- Associate's degree OR combination of education and 5 years nonprofit administrative support experience.
- Proficiency in prominent workplace software (Outlook, Word, Excel, PowerPoint, QBO).
- Excellent writing, editing, grammar, organizational, and research skills.
- Strong self-driven, problem-solving abilities
- Effective collaboration and diplomacy skills with internal and external partners.
- Valid driver's license and current insurance.

Physical Requirements



- Activity Level: Sedentary administrative work.
- Physical Demands: Ability to lift/move up to 25 lbs; repetitive wrist, hand, and finger motion.

Work Environment & Schedule

- This is a remote, work from home position requiring wifi and phone capacity
- Full-time position.
- Typical schedule: Monday–Friday; availability outside business hours as needed.
- This position may eventually have a local office at which point, this would become a hybrid role.
- Routine driving required to attend and support program events statewide.