



## **SPECIAL OLYMPICS WISCONSIN**

### **POSITION DESCRIPTION**

#### **TITLE**

Director of Development – Individual Giving

#### **DESCRIPTION**

The Director of Development – Individual Giving is responsible for identifying, cultivating and soliciting gifts from individuals. This is a part-time position and non-exempt.

#### **QUALIFICATIONS**

1. Bachelor's degree
2. Minimum of three years of proven and successful fundraising
3. Proven experience in budget management
4. Knowledge of Raiser's Edge and the Benevon model preferred
5. Excellent communication skills including public speaking
6. Excellent organizational skills and ability to meet deadlines
7. Experience with not-for-profits or in the field of intellectual disabilities helpful, but not required.
8. Willingness to work some evenings and weekends
9. Ability to work independently and with a minimum amount of supervision
10. Valid Wisconsin driver's license.
11. Must pass necessary background check.

#### **RESPONSIBILITIES**

1. Abide by the SOWI staff guiding values
2. Coordinate the implementation of the Benevon model at Special Olympics Wisconsin
  - Manage the Point of Entry Events and annual Ask Event
  - Manage the team to meet deadlines and complete assigned tasks
  - Ensure all data is captured in Raiser's Edge
3. Develop and execute strategies for cultivation, solicitation and renewal of gift donors and prospects
4. Develop and manage a recognition program for major donors
5. Prepare annual revenue and expense budget for Individual Giving
6. Other duties as assigned by the President/CEO

*Mutual Respect, Positive Attitude, Accountability, Teamwork and Dedication – Values SOWI lives by to create an environment of integrity where winning is more than coming in first.*

**SUPERVISION/RECEIVED**

The Director of Development – Individual Giving reports to the President/CEO.

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Director of Development – Individual Giving

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Date

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