



POSITION DESCRIPTION

Date: 3-16-2018

TITLE

Director of Special Events – Regions 4 (Appleton) & 5 (Green Bay)

DESCRIPTION

The Director of Special Events is responsible for raising funds for Special Olympics Wisconsin through special events and corporate partnerships.

QUALIFICATIONS

- Associate or Bachelor Degree, required.
- Demonstrated success and a minimum of two years fundraising experience with corporate sponsorships and special events. Specific knowledge of moves management and successful event fundraising strategies & metrics preferred.
- Demonstrated success managing volunteers.
- Effective verbal and written communication skills including the ability to interact comfortably and persuasively with diverse constituencies.
- Previous experience with budget management.
- Proficiency with Windows and Microsoft Word, Excel and Access.
- Ability to work independently and organize work to meet established deadlines; solve problems using good judgment; understand when to seek assistance or guidance from others.
- Valid Driver's License.
- Knowledge of area businesses and foundations.
- Effective time management skills.
- Some weekends, evenings and overnights will be required.
- Demonstrated ability to work in a team environment.

RESPONSIBILITIES

- Abide by SOWI Guiding Values.
- Execute Special Olympics Wisconsin's Strategic Development Plan.
- Develop and execute work plan with annual goals.
- Develop corporate partnerships to successfully secure event sponsorships.
- Plan and coordinate signature events including but not limited to:
 - Law Enforcement Torch Run (LETR) and Torch Run related events
 - Run With The Cops
 - Polar Plunge and Plunge related events
- Develop and execute strategies for cultivation, solicitation and renewal of individual donors and prospects.
- Provide minimal support for other local events where Special Olympics Wisconsin is recipient of proceeds.

- Recruit and manage volunteers, volunteer committees and/or athletes to work/attend fundraising events.
- Complete and submit accurate deposit ledgers to the state office.
- Approve, code and forward all invoices to the state office for payment.
- Write and manage regional grant requests concentrating on local foundations.
- With Regional Athletic Directors, prepare and submit annual budget.
- Review and approve monthly financial statements.
- Ensure all regional sponsor benefits are delivered including preparation of partnership summaries for major sponsors.
- Serve as fundraising technical advisor to Agencies.
- Support Special Olympics, Inc. fundraising projects as directed.
- Coordinate and/or participate in event-specific media, publicity, and public relations efforts
- Serve on statewide LETR and Plunge committees.
- Promote the Special Olympics mission.
- Other duties as assigned by Vice President of Development or Senior Director of LETR.

SUPERVISION

The Director of Special Events reports to the Senior Director of LETR

MISSION

The mission of Special Olympics Wisconsin is to provide year-round sports training and athletic competition in a variety of Olympic-type sports for children and adults with cognitive disabilities, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of gifts, skills and friendship with their families, other Special Olympics athletes and the community.

Employee Signature

Date

Supervisor Signature

Date