



**DATE**

March 23, 2018

**POSITION**

Director of Special Events– Eau Claire; Appleton/Green Bay

**POSITION DESCRIPTION**

The Director of Special Events is responsible for raising funds for Special Olympics Wisconsin through special events and corporate partnerships. Positions are full-time (40 hours per week) with benefits.

**QUALIFICATIONS**

- Associate or Bachelor Degree, required.
- Demonstrated success and experience with corporate sponsorships and special events.
- Demonstrated success managing volunteers.
- Effective verbal and written communication skills.
- Proficiency with Windows and Microsoft Word, Excel and Access.
- Ability to work independently and organize work to meet established deadlines.
- Valid Driver's License.
- Knowledge of area businesses and foundations.
- Some weekends, evenings and overnights will be required.
- Demonstrated ability to work in a team environment.

**RESPONSIBILITIES**

- 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
  - Polar Plunge and Plunge related events
- Develop and execute strategies for cultivation, solicitation and renewal of individual donors and prospects.
- Recruit and manage volunteers, volunteer committees and/or athletes to work/attend fundraising events.
- Assist Regional Athletic Director to prepare and submit annual budget.



- Review and approve monthly financial statements.
- 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
- Promote the Special Olympics mission.

**Send Resume & Cover Letter to: [Jobs@specialolympicswisconsin.org](mailto:Jobs@specialolympicswisconsin.org) by April 15, 2018**