



SPECIAL OLYMPICS WISCONSIN

POSITION DESCRIPTION

TITLE

Regional Director of Development – Region 2

DESCRIPTION

The Regional Director of Development is responsible for raising funds for Special Olympics Wisconsin through special events, corporate partnerships and individual gifts.

QUALIFICATIONS

- Undergraduate Degree
- Demonstrated success and a minimum of four years fundraising experience with corporate partnerships, individual gifts 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
- Excellent word processing skills, Microsoft Word preferred
- Good proofreading, English and grammar skills
- Knowledge of area businesses and foundations
- Effective time management including managing multiple tasks
- Willingness to work evenings and weekends
- Self-motivated and able to work as part of a team
- Comfortable with assessing and delegating activity

RESPONSIBILITIES

- Abide by SOWI Guiding Values
- Execute Special Olympics Wisconsin's Strategic Development Plan within your region
- Develop corporate partnerships to successfully secure major gifts and 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
- 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 deposit ledgers to the Headquarters office
- Approve, code and forward all invoices to the Headquarters office for payment
- Write and manage regional grant requests concentrating on local foundations
- With Regional Athletic Director, 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

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.

- Serve on statewide LETR and Plunge committees
- Promote the Special Olympics mission
- Other duties as assigned by President/CEO.

SUPERVISION

The Regional Director of Development reports to the President/CEO at the Headquarters Office in Madison, Wisconsin

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 intellectual 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.

Regional Director of Development

Date

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