



## **SPECIAL OLYMPICS WISCONSIN POSITION DESCRIPTION**

### **TITLE**

Vice President of Development

### **DESCRIPTION**

The Vice President of Development will be responsible for planning and directing all aspects of fundraising for Special Olympics Wisconsin, including the supervision of a statewide fundraising team. In addition the Vice President will manage and increase the current revenue streams which include Individual Giving, Planned Giving, Major Gifts, Corporate Partnerships, Grants, Government Funding, Special Events and Contractual Fundraising programs. This position is exempt.

### **QUALIFICATIONS**

- Bachelor's degree from an accredited institution
- Certified Fundraising Executive preferred
- Minimum of 10-15 years experience of increasing responsibility in leadership positions in fundraising
- Proven experience in developing strategic, mutually-benefitting fundraising partnerships
- Proven success in supervision and mentoring skills in developing the capacities of the fundraising team
- Experience with Raiser's Edge software to manage donor relationships preferred
- Event management experience
- Experience in proposal and budget development, financial analysis and corporate relations
- Proven ability to establish and maintain effective working relationships
- Excels in effective communication, both written and oral
- Professional, self-starter, results focused
- Strong presentation skills
- Willing to work extended hours when required with ability to travel occasional nights & weekends
- Valid Wisconsin driver's license

### **RESPONSIBILITIES**

- Abide by the SOWI Staff Guiding Values
- Contribute as a functioning member of the SOWI Senior Leadership Team
- Develop, implement and manage annual fundraising plan and revenue budget for Special Olympics Wisconsin
- Responsible for raising sufficient funds, using multiple resources, to achieve the annual revenue goals for the organization
- Serve as a staff resource to the Development Committee of the Board of Directors

- Develop annual goals and objectives for all supervised staff and conduct annual performance reviews
- Manage corporate partnerships as well as potential sponsors/supporters
- Manage individual, corporate, government relations, civic and foundation programs
- Develop and maintain professional/community affiliations
- Serve as the staff liaison for any collaborative fundraising initiatives from Special Olympics North America or Special Olympics Inc.
- In addition to the above responsibilities, the Vice President of Development will assist in other assigned areas to further the mission of Special Olympics Wisconsin

### **SUPERVISION RECEIVED**

The Vice President of Development reports to the President/CEO.

### **SUPERVISION EXERCISED**

The Vice President of Development will directly supervise the Development staff at Headquarters and Regional Directors of Development.

### **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.*

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Vice President of Development's Signature

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Date