



POSITION TITLE: Director of Development

DEPARTMENT: Development

LOCATION: Hybrid Work Environment – State of Wisconsin

REPORTING TO: President & CEO (interim basis)

FLSA CLASSIFICATION (EXEMPT OR NON-EXEMPT): Exempt

CLASSIFICATION: Full-Time

LAST UPDATED: October 2024

POSITION SUMMARY

The **Director of Development** is part of a dedicated team of professionals who work together to support Special Olympics Wisconsin's (SOWI) vision and mission to open hearts and minds towards people with intellectual disabilities and create inclusive communities across Wisconsin. We achieve this by providing opportunities to develop physical fitness, demonstrate courage, experience joy, and participate in a sharing of gifts, skills, and friendships with their families, other athletes and the community.

The **Director of Development** manages fundraising initiatives by securing corporate partnerships, special event sponsorships, grants, and cultivating individual relationships, resulting in annual giving and major gifts. This person is responsible for increasing revenue brand awareness, fostering strong community relations, donor loyalty, and acquiring new supporters. The Director of Development will work closely with SOWI's diverse internal and external audiences, including the board, staff members, individuals with intellectual disabilities, volunteers, and partners.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Donor Engagement:

- Manage a dynamic and working donor portfolio of 75-125 donors and achieve an annual personal revenue goal in the \$350,000 - \$500,000 range
- Create and implement strategies to identify, cultivate, solicit, and steward individual, corporate, and foundation donors
- Develop and maintain relationships with donors, ensuring personalized/meaningful engagement
- Create meaningful proposals that align with the interests and priorities of individual donors
- Ensure the Raiser's Edge fundraising database and additional tracking systems are being proactively utilized, maintained and supported
- Develop and execute annual work plan and goals

Team Engagement and Collaboration:

- Collaborate with the development colleagues and other team members to ensure a coordinated and strategic approach to fundraising
- Work closely with other departments to gather programmatic information and impact stories for donor communication
- Work closely with program staff to develop compelling proposals and grant applications
- Practice unified leadership and consistently seek out the voice and insights of Special Olympics Wisconsin athletes and athlete leaders
- Develop and maintain an understanding of financials, budgets, and projections

Mission Engagement:

- Immerse yourself in the mission-based programs and initiatives of Special Olympics Wisconsin
- Build and sustain your knowledge of the four pillars of Special Olympics Wisconsin – sports, health, unified champion schools and athlete leadership
- Attend and participate in Special Olympics Wisconsin programs – including state games, regional competitions, fundraising events, health programs, unified champion schools and athlete leadership
- Serve as a representative of Special Olympics Wisconsin by participating in community engagement, volunteer opportunities and other activities
- Execute Special Olympics Wisconsin Strategic Plan
- Abide by Special Olympics Wisconsin, Inc. (SOWI) Guiding Values



This job description describes the general nature and scope of responsibilities for this position. Please note other duties and responsibilities may be assigned or removed at any time.

EDUCATION AND/OR EXPERIENCE

- Demonstrated success and a minimum of 5 years of experience in fundraising or sales with corporate partnerships, event sponsorships, foundations, and individual donors.
- Experience managing a working and dynamic donor portfolio of 75 – 125 donors
- Experience understanding budgets, financials and projections
- Experience working with Raiser’s Edge (strongly preferred) or another CRM database

KNOWLEDGE, SKILLS AND ABILITIES

- Critical thinking skills and the emotional intelligence to problem solve and work with varying audiences
- Understand and address complex challenges with sound judgement, high integrity and professional demeanor
- Position requires being a self-starter and work independently. Exceptional organization, planning and workload prioritization skills, accuracy, attention to detail, ability to multi-task, team oriented with the ability to work independently, problem solver
- Excellent written and verbal communication skills, effectiveness speaking with people in-person and on the phone
- Exceptional customer service skills
- Proficient knowledge in Microsoft programs such as Outlook, Word, Excel, Teams, Power Point and the ability to master various software applications
- Confidentiality of the information with which the individual has contact must be maintained.
- Demonstrated commitment to valuing diversity & equity and contributing to an inclusive culture

WORK ENVIRONMENT AND JOB SPECIFICATIONS

The work environment and job specifications listed below are representative of those that must be met by an employee, with or without accommodations, to successfully perform the essential functions of this job.

- Hybrid work environment – office/remote work environment
- Frequently move around and access or use computers, office equipment, telephone, and any other pertinent supplies, space or equipment used to perform the duties of the position
- Work with frequent interruption
- Sit for extended periods of time
- Ability to travel as needed with occasional statewide travel
- Ability to work evenings and weekends, as needed
- Lift and/or move up to ten pounds and occasionally lift and/or move up to 20lbs.
- Travel frequently within region and other surrounding areas businesses for events, meetings, etc.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.