



## **POSITION DESCRIPTION**

**9/1/2018**

### **TITLE**

Senior Director Development – Law Enforcement Torch Run®

### **DESCRIPTION**

The Senior Director of Development - Law Enforcement Torch Run®, directly supervises the Special Events staff and works in conjunction with the LETR law enforcement leadership, to direct all statewide aspects of the LETR for Special Olympics Wisconsin. As a Supervisor of Special Events staff, the Senior Director must plan, direct and monitor Development Department work to insure fund-raising goals are achieved by the Directors Special Events, the Development Department and Special Olympics Wisconsin, Inc. (SOWI); coach, counsel, and support employees; plan, monitor, and assess job results; conduct training; effectively implement SOWI systems, policies, and procedures.

### **QUALIFICATIONS**

- Associate or Bachelor Degree, required.
- Minimum of five (5) years' fundraising experience with corporate sponsorships and special events.
- Demonstrated track record of success.
- 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.
- Demonstrated success managing volunteers.
- Effective verbal and written communication skills including the ability to interact comfortably and persuasively with diverse constituencies.
- Experience in budget development and management skills, preferred.
- Ability to travel statewide.
- Demonstrated ability to work in a team environment.
- 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.
- Proficiency with MS Office including Microsoft Word, Excel and Access.
- Valid Driver's License.
- Effective time management skills.
- Some weekends, evenings and overnights, will be required.

## **RESPONSIBILITIES**

- Abide by SOWI Guiding Values.
- Execute Special Olympics Wisconsin's Strategic Plan.
- Develop and execute annual work plan and goals.
- **Provide leadership for special events staff, including:**
  - Oversee hiring of qualified special events staff and ensure on-going training of staff.
  - Support special events staff to maintain, organize and manage SOWI special events from concept to completion, ensuring they operate smoothly, efficiently, and generate maximum revenue and exposure.
  - Provide guidance for special events staff to seek and develop corporate partnerships to successfully secure event sponsorships and regional grant funding from local foundations.
  - Guide special events staff in fostering relationships with local law enforcement and other volunteers.
  - Develop and review annual work plans with special events staff providing feedback and coaching.
- **Lead partnership with LETR State Council and local law enforcement agencies to support the year round fundraising / awareness building efforts of the Law Enforcement Torch Run (LETR).**
  - Serve as the primary liaison to the 40 member LETR State Council, executive committee, and statewide sub-committees.
  - Plan, develop and coordinate logistical details and agendas for statewide and executive committee meetings.
  - Serve as the primary liaison for SOWI with Region V, International LETR and Special Olympics, Inc. (SOI) on conference sessions and staff/law enforcement attendance.
  - Complete annual program survey and submit to SOI as requested.
  - Promote and coordinate final leg participation for USA Games and World Games.
  - Manage LETR recognition and appreciation strategies at a state level.
  - Work in conjunction with LETR State Council to direct law enforcement involvement in Summer Games opening ceremonies including but not limited to greeting athletes, cadence run and torch presentation.
  - Work in conjunction with LETR State Council to plan celebration and recognition event for officers at Summer State Games.
  - Represent SOWI at law enforcement and/or law enforcement affiliated conferences or meetings.
- **In partnership with the Marketing Department, develop event based marketing plans, tactics and objectives to achieve growth in event revenue and participation. Oversee special events staff efforts to:**
  - Create marketing materials including posters, fliers, fact sheets, etc. for local events.
  - Utilize social media to create awareness and participation in events.

- Work with local media to promote events.
- Coordinate and/or participate in event-specific media, publicity, and public relations efforts.
- **In partnership with the Operations Department complete all necessary financial documentation and follow operational policies and procedures for events and office management.**
  - In conjunction with the overall organization budget, prepare, administer and monitor annual budget of LETR, Polar Plunge and all other special events assigned.
  - Review and approve monthly financial statements.
  - Document interactions with donors, partners and stakeholders in the SOWI donor management database Raiser's Edge.
  - Oversee special events staff efforts to:
    - Complete and submit accurate deposit ledgers to the state office.
    - Approve, code and forward all invoices to the state office for payment.
    - Review and approve monthly financial statements.
    - Prepare and submit annual budget.
    - Manage daily office administrative tasks.
- Responsible for supervising staff, interns and volunteers; performance management, coaching & development.
- Promote the mission of Special Olympics Wisconsin, Inc.
- Other duties as assigned by the Vice President of Development.

### **SUPERVISION**

The Senior Director of Development - Law Enforcement Torch Run® works directly under the supervision of the Vice President 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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Signature

Date