



POSITION DESCRIPTION

9/1/2018

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. The position directs fund raising and development operations for Special Olympics Wisconsin; Provides leadership for fund raising; develops strategies to grow and diversify revenue; develops new revenue streams and corporate support; responsible for managing major and individual donor and planned giving fundraising activities throughout the state. This position is exempt.

QUALIFICATIONS

- Bachelor's Degree with a minimum of ten (10) – fifteen (15) years' experience of increasing responsibility and leadership positions in fundraising.
- Certified Fundraising Executive, preferred.
- 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.
- 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.

- Contribute as a functioning member of the SOWI Senior Leadership Team.
- Develop, implement and manage annual fundraising plan for Special Olympics to include: a strong major gifts program, corporate sponsorship giving/sales, annual and planned giving programs, integrated direct marketing programs, direct mail, telemarketing and on line giving, grants and foundations, civic partnerships and special event fund raising programs. Special events can include polar plunges, runs, golf outings, Gala and breakfast/lunch fund raising programs. Civic partners can include, but are not limited to; Knights of Columbus and other service clubs, and the Law Enforcement Torch Run ®.
- Sets and achieves development goals to assure growth in revenue and alignment with the strategic plan. Responsible for development and achievement of the state revenue budget and development expense budgets.
- Prepares quarterly progress reports including an end of year report for the President and CEO.
- Develops and maintains a strong working relationship with the CEO and, through the CEO, with the Board of Directors. Prepares reports and communications for the CEO and Development and Marketing committee of the Board of Directors.
- Ensures compliance with national, state, and local laws and regulations and SOI rules regarding logo and branding, fund raising procedures, sponsor contracts and agreements Directs corporate marketing fulfillment including development and updating of the program sponsorship/development materials.
- Oversees and directs use of Raisers Edge and ensuring compliance of all development staff.
- Identifies, researches, cultivates, tracks, and solicits prospective individuals for major gifts.
- Provides oversight of stewardship of all donors.
- Provides oversight of all development staff prospect portfolios.
- 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.
- Responsible for supervising staff, interns and volunteers; performance management, coaching & development.
- Promote the mission of Special Olympics Wisconsin, Inc.
- Other duties as assigned by President/CEO.

SUPERVISION

The Vice President of Development works directly under the supervision of the President/CEO.

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.

Signature

Date