



POSITION TITLE: Vice President of Development
DEPARTMENT: Development
LOCATION: Hybrid – Office location can vary
REPORTING TO: President & CEO
FLSA CLASSIFICATION (EXEMPT OR NON-EXEMPT): Exempt
CLASSIFICATION: Full-Time
LAST UPDATED: April 2023

POSITION SUMMARY:

The **Vice President of Development** is part of a dedicated team of professionals who, utilizing SOWI’s Guiding Values, 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 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 **Vice President of Development** is responsible for providing strategic leadership, vision, planning and oversight for the comprehensive fundraising efforts and day-to-day management for all development-related programs of Special Olympics Wisconsin. This position leads a team that works together to foster and sustain donor relationships in order to secure contributed revenue to invest in the mission-based programs and services of the organization. They also secure contributions in individual giving, special events, major gifts, corporate partnerships, cause marketing, grants and planned giving.

The **Vice President of Development** is an executive leader in the organization and part of the Senior Leadership Team (SLT) who works collaboratively to further the mission, vision and long-term strategic plan of Special Olympics Wisconsin, Inc.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Lead with a strategic mindset, vision and purpose. Forecast ahead to future possibilities and consistently translate them into breakthrough fundraising strategies.
- Build, lead and empower an effective development team that motivates others to action.
- Drive for results and consistently achieve annual revenue goals.
- Ensure accountability by holding self and others accountable to meet commitments and live out the SOWI values and guiding behaviors.
- Develop, implement and manage annual comprehensive fundraising plan for Special Olympics Wisconsin to include: a strong major gifts program, statewide partner program, special events, grants and foundations and cause marketing programs.
- Lead and work collaboratively with other members of the SLT to accomplish strategic plan and deliver on day-to-day operating plans.
- Develop and maintain strong working relationship with the President & CEO (CEO) to develop and sustain key donor relationships and partner with SOWI Board of Directors
- Maintain and manage a donor portfolio of 20 – 50 top tier donors.
- Develop fundraising budgets based on sound fundraising principles, data and critical thinking practices.
- Co-Chair the Marketing & Development Committee of the Board of Directors
- Serve as the staff liaison on collaborative fundraising initiatives from Special Olympics North America or Special Olympics Inc.
- Promote the mission of Special Olympics Wisconsin, Inc.
- Contribute as an active member of the SOWI Senior Leadership Team

- Provide leadership as a member of the Law Enforcement Torch Run (LETR) State Council

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

Special Olympics Wisconsin

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Created by the Joseph P. Kennedy Jr. Foundation for the benefit of persons with intellectual disabilities

EDUCATION AND/OR EXPERIENCE

- Bachelor’s Degree with a minimum of ten (10) experience of increasing responsibility and leadership in a multi-faceted fundraising position

KNOWLEDGE, SKILLS AND ABILITIES

- Strong strategic leadership skills to lead a team to success by garnering employee engagement, ensuring accountability and effectively managing change.
- Demonstrated commitment to valuing diversity & equity and contributing to an inclusive culture.
- Proven track record of achieving revenue goals and development metrics.
- Budget management and forecasting experience.
- Experience with Raiser’s Edge software to manage donor relationships, preferred.
- Strong organizational and time management skills with an exceptional attention to detail.
- Ability to travel statewide.
- Proficiency with MS Office including Microsoft Word, Excel, Teams, PowerPoint
- Valid Driver’s License.
- Some weekends, evenings and overnights, will be required.

WORK ENVIRONMENT AND JOB SPECIFICATIONS

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

- Office work environment
- Frequently move around and access or use computers, office equipment, telephone, and any other pertinent supplies, space of equipment used to perform the duties of the position
- Work with frequent interruption
- Sit for extended period of times
- Lift and/or move up to 25 pounds
- Travel frequently Statewide

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

Signature: _____

Date: _____