



POSITION TITLE: Director of Development - Regions 4 & 5
DEPARTMENT: Development
LOCATION: Northeast Wisconsin (Appleton, WI home office)
REPORTING TO: Vice President of Development
FLSA CLASSIFICATION (EXEMPT OR NON-EXEMPT): Exempt
CLASSIFICATION: Full-Time
LAST UPDATED: September 2023

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 in the Northeastern Wisconsin area by securing corporate partnerships, event sponsorships, grants, and cultivating individual relationships, resulting in annual giving and major gifts. This person is responsible for increasing revenue, and 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

- Manage the SOWI fundraising budget for assigned regions.
- Continually develop, review, and obtain fundraising goals.
- Manage a donor portfolio of 75-125 donors.
- Meet prospective donors and supporters on a continual basis, establishing effective communications and building relationships.
- Grow the sustaining and community partnership programs, including identification, cultivation, and solicitation of new partners and retention of current partners.
- Ensure we capitalize on all regional grant opportunities concentrating on local foundations.
- Oversee grant seeking including research, proposal writing, and reporting requirements.
- Assist and participate in strategic planning to grow the organization's annual giving, endowment and/or other programs.
- Make public appearances and accept speaking engagements to share information about Special Olympics Wisconsin with the community.
- Ensure the fundraising database and tracking systems are being proactively used and supported.

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 budgets.
- Experience working with Raiser's Edge preferred.
- Knowledge of area businesses and foundations, preferred

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to travel as needed throughout region with occasional state-wide travel.
- Ability to work evenings and weekends, as needed.
- Excellent written and verbal communication skills, effectiveness speaking with people in-person and on the phone.
- Exceptional customer service skills.
- 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.
- Proficient knowledge in Microsoft programs such as Outlook, Word, Excel, 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.
- Lift and/or move up to ten pounds and occasionally lift and/or move up to 20lbs.
- Travel frequently within Appleton, Oshkosh, Green Bay and other surrounding area businesses for events, meetings, etc.

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