



**POSITION TITLE:** Law Enforcement Torch Run (LETR) Manager  
**DEPARTMENT:** Development  
**LOCATION:** Madison  
**REPORTING TO:** Senior Director of Special Events  
**FLSA CLASSIFICATION (EXEMPT OR NON-EXEMPT):** Non-Exempt  
**CLASSIFICATION:** Part-Time  
**LAST UPDATED:** July 2023

**POSITION SUMMARY:**

The **LETR Manager** 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 **LETR Manager** is an enthusiastic, organized, self-motivated individual. They are responsible for supporting the LETR State Council and National LETR liaison for SOWI. They will lead year round recruitment and retention of LETR partners for fundraising and awareness efforts of Special Olympics Wisconsin, Inc. and LETR on both a local and state level.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Build a successful relationship with LETR state council, local law enforcement committees and support the execution of LETR signature events and initiatives, statewide.
- Serve as the primary liaison to the LETR State Council and International LETR.
- Network with local law enforcement to recruit new LETR members and improve engagement with LETR members.
- Work in conjunction with LETR State Council to direct law enforcement involvement in State Games Opening Ceremonies.
- Represent SOWI at law enforcement and/or law enforcement affiliated conferences or meetings.
- Abide by SOWI Guiding Values
- Execute Special Olympics Wisconsin's Strategic Plan
- Develop and execute annual work plan and goals.
- Promote the mission of Special Olympics Wisconsin, Inc.
- Demonstrated commitment to valuing diversity & equity and contributing to an inclusive culture.

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.

**EDUCATION AND/OR EXPERIENCE:**

- Bachelor's degree, preferred
- LETR for Special Olympics Wisconsin experience, preferred



**KNOWLEDGE, SKILLS AND ABILITIES:**

- Exceptional project management skills with adherence to timelines and strong attention to detail.
- Experience with effectively multi-tasking, expectation setting and escalation of issues, where appropriate.
- Demonstrable problem-solving skills; strategic and creative thinking.
- Track record of demonstrating customer service and organizational leadership.
- Ability to work with a team and independently and organize work to meet established deadlines, solve problems using good judgment and understand when to seek assistance/guidance from others.
- Proficiency with MS Office, especially Outlook, Word and Excel.
- Raiser's Edge experience, preferred.
- Valid Driver's License

**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, transport, setup up to 50 pounds.
- Travel frequently throughout the region and occasionally statewide.
- Ability to work evenings and weekends as projects require.

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_