

Vice President of Development

The **Vice President of Development** reports to the **President & CEO**



Job Overview

Coordinates and provides oversight to the development of resources to support the organization's activities. This position oversees the development of resources for Special Olympics Wyoming.

Essential Job Functions

This position supervises the Marketing Coordinator.

- Direct the strategic components of the organization's Resource Development
- Provide oversight Special Events, implement select events as needed
- Provide Support and Guidance to the Director of Marketing Coordinator

Development

- Continuously evaluate funding potential and determine best practices to expand income based on budget
- Develop proposals for new fundraising approaches as they arise to include an action plan, resources, and potential.
- Collaborate with the President & CEO of Special Olympics Wyoming about the development of resources to support the organization.
- Build a foundation of support through donated goods & services.
- Establish and monitor standards for sponsorships that are consistent throughout the organization.
- Monitor web-based programs that support funding including Constant Contact, FirstGiving, and online donations.
- Develop corporate sponsorships, new event sponsorships for competitions, cultivate and recognize sponsors.
- Determine staff liaison(s) to all national and global initiatives that have a presence in Wyoming including Knights of Columbus, Proctor & Gamble, Finish line and others that may occur and monitor involvement.
- Serve as the staff liaison to the Strategic Plan goal regarding funding and work closely with the assigned Board of Directors members to maintain momentum.
- Direct and oversee the implementation of the annual Festival of Trees event.
- Direct and oversee the implementation of the annual Jackalope Jumps event.
- Assist Marketing Coordinator with the Management of FaceBook, Twitter & Instagram.
- Provide oversight to Local Program Fundraising activities.

Public Relations

- Manage the use of the Special Olympics logo by standards established for all materials at all levels.
- Coordinate and create a semi-annual newsletter for Special Olympics Wyoming.
- Create and produce an Annual Report for Special Olympics Wyoming.

Requirements

- Bachelor's degree in related field or equivalent experience
- Strong organizational and communication skills
- Strong Supervisory skills
- Ability to handle multiple projects simultaneously and work independently
- Willingness to travel state-wide and work a non-traditional 40+ hour week at times resulting in a 50 or 60 hour work week
- Physical Demands; position requires both standing and sitting. Must be able to lift and carry light loads (10-40 pounds for short distances, approximately one block).

Other Skills/Abilities

- Willingness to work as a team player to enhance the entire Special Olympics Wyoming program
- Maintain working knowledge of computer software.
- Understand and share the Special Olympics Mission Statement.
- Serve as a spokesperson for the organization as needed.
- Prepare and manage an annual budget as it relates to Resource Development & Marketing to accomplish the goals of Special Olympics Wyoming.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.