

## Vice President of Development



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

### Job Overview

The Vice President of Development will execute a revenue plan, and provide leadership, direction, and management of continual key fundraising efforts to support the agency's mission. These proactive efforts will increase support for Special Olympics Wyoming (SOWY) from corporations, community partners, and foundations. The incumbent's primary responsibility will be to source funding opportunities to meet the organization's revenue goals, as well as designing and executing plans to develop future annual revenue plans. This position identifies and cultivates new and existing partnerships that increase revenue, including, but not limited to, sponsorships, grants, direct giving, and other funding. The Vice President of Development works with volunteers and directly supervises the Director of Law Enforcement Torch Run (LETR) and Director of Communications & Special Programs.

### Responsibilities & Essential Job Functions

#### Development

- Manage all aspects of the organization's resource development and fundraising.
- Develop new sources of corporate and community organizational revenue including, but not limited to: program, competition, and event sponsorships, corporate giving, corporate grants, corporate engagement & employee giving, consumer campaigns, community giving, and third-party events.
- Maintain and expand existing sources of corporate and community revenue.
- Increase the level of giving for existing partners by executing successful engagement opportunities, including corporate volunteer management.
- Plan and implement the annual Festival of Trees fundraising event.
- Take a proactive approach to the identification, cultivation, and solicitation of corporate and community prospects.
- Develop inspiring and strategic funding proposals, utilizing internal marketing and program resources that highlight sports, health, leadership, and school programs for SOWY.
- Recruitment and retention of partners through in-person cultivation and stewardship meetings, donor events, and written communication.
- Assist the Chief Executive Officer (CEO) with the creation of and monitoring of annual goals and objectives surrounding corporate and community giving, including identifying the resources required to achieve set goals and objectives.
- Support the planning and implementation of additional special fundraising events including Jackalope Jumps, community nights, and others.
- Collaborate with all staff at Special Olympics Wyoming to develop innovative fundraising and engagement opportunities and foster high-quality experiences for the organization's funders.
- Manage computer programs that support funding including CRMs, peer-to-peer fundraising, and online auctions.
- Build a foundation of support through donated goods & services.

#### Management

- Supervise and support the Director of LETR and Director of Communications & Special Programs.
- Provide oversight for Local Program Fundraising activities around the state.
- Prepare and manage an annual budget as it relates to Resource Development & Marketing to accomplish the goals of Special Olympics Wyoming.

#### Public Relations

- Create and produce an Annual Report for Special Olympics Wyoming.
- Manage the use of the Special Olympics logos per branding guidelines.
- Coordinate and create e-newsletter for Special Olympics Wyoming.
- Attend all statewide competitions, providing support and building rapport with constituents.

Position will also include other duties as assigned.

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.

**Requirements**

- Bachelor's degree in related field.
- Two+ years of related work experience.
- Two+ years supervisory experience.
- Familiarity with non-profit organizations and fundraising principles and practices.
- Excellent written and verbal communication skills, including the ability to write persuasively and strong presentation skills.
- Strong organizational/priority management skills, including excellent attention to detail.
- Ability to successfully exercise independent judgment and discretion to reach your goals; able to effectively manage sometimes conflicting priorities in a multi-faceted, time-sensitive environment.
- Willingness to travel statewide and work a non-traditional 40+ hour week at times, with occasional 50-60+ hour work weeks. Position may also require occasional out-of-state travel and training.
- Proficient in Microsoft Office, social media, and relational database management efforts.
- 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).
- A passion for the Special Olympics mission.

**Other Skills/Abilities**

- Be a team player to enhance the entire Special Olympics Wyoming program.
- Maintain working knowledge of computer software.
- Serve as a spokesperson for the organization as needed.
- Assist with basic general grants as needed.

*Diversity, Equity, and Inclusion are at the heart of all that we do at Special Olympics Wyoming as we strive to promote unity and create a world where everyone belongs. We value, celebrate, and respect all differences, backgrounds and perspectives and understand that greater diversity and inclusion creates a stronger and more innovative organization that delivers better results as we work with the athletes in all communities.*

**About the Vice President of Development position:**

This position is Full-Time Exempt and is not eligible for overtime. Salaried position with a starting range of \$58,000-\$64,000 annually, DOE. Position based at the Casper, WY office. Position includes health and dental insurance for employee; company pays 75% of premium. Retirement plan matches up to 3% available after 90 days. Additional benefits include paid vacation, personal, holiday, and sick leave.

**To apply, please submit resume and cover letter detailing why you would like to work for Special Olympics Wyoming to Jen Haines, [ceo@specialolympicswy.org](mailto:ceo@specialolympicswy.org). Questions about the position may be directed to Jen at (307) 235-3062.**

**Applications will be reviewed as they are received; position will remain open until filled.**

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