



Regional Development Director – Three Rivers Region

Reports to: Regional Executive Director, Special Olympics Pennsylvania

Location: This position will be located in the Three Rivers Region office in Pittsburgh, PA.

Position Summary: Special Olympics Pennsylvania (SOPA) is embarking on an exciting reorganization and seeks an enthusiastic leader to oversee all geographic area fund raising activities within newly formed Three Rivers Region. This position will lead the strategic growth of the Three Rivers Region's fundraising activities to ensure revenue is generated to meet (or exceed) the Region's annual budget.

Principal duties and responsibilities:

- In conjunction with Region Leadership and staff, the Development Director is responsible for developing and implementing fund raising strategies that align with SOPA's Strategic Plan and ensure the Region is meeting stated revenue goals. This includes:
 - Working with the Regional Executive Director and program volunteers to develop and execute fundraising plans to assure regional budget is met or exceeded.
 - Overseeing and directing the Three Rivers Region's Fundraising Liaisons (volunteers) for day-to-day activities in region.
 - Recruitment and training of the Three Rivers Region's fundraising volunteers for regional and program events.
 - Providing support and guidance to the Three Rivers Region's fundraising activities (per county as part of the full Region fundraising plan) toward the implementation of an annual campaign comprised of direct gifts and special events.
- Working with the Three Rivers Region's Fundraising Leadership Team, actively seek partnerships that will strategically raise the presence and impact of Special Olympics Pennsylvania within this Region by implementing strategies for funding growth including corporate and individual donors, sponsorships and grants. Partner with state office to elevate major gifts.
- All Three Rivers Region staff are responsible to enhance the visibility of SOPA as a whole and to meet the needs within the Region (i.e., volunteers, donor/sponsors marketing, etc.).
- Work with SOPA state office staff to provide coordination and implementation of the Three Rivers Region's Fundraising Plan to ensure synchronized activities with state-run fundraisers.
- Ensure collaboration within the region and with other regions across the state for Fund Raising activities.
- Financial management including assessment of all fundraising activities to ensure appropriate ROI (effort vs. revenue) and make appropriate adjustments.
- Administration of policies and procedures, especially those related to fund raising, as related to the region itself, with other regions, statewide, and SONA/SOI
- Public awareness – enhance the visibility of Special Olympics Pennsylvania as a whole and to meet the needs within the Region (i.e., volunteers, donor/sponsor marketing, athletes, etc.).
- Other duties as assigned.

Candidate must demonstrate experience in:

- Supervision of volunteer committees.
- Development/FR experience specifically; identifying and developing partnerships for financial support (donor/sponsors), developing and coordinating fund raising events, and writing and executing Fund Raising Plan.

- Computer proficiency (able to utilize office software programs including database, spreadsheets, and word processing applications).

Required Qualifications:

- Two or more years in a senior management position or like experience with demonstrated positive fundraising results.
- Nonprofit experience either in professional or volunteer positions.
- Proven knowledge of fundraising planning and reporting procedures.
- Commitment to travel throughout the Region's geographic area.
- Commitment to evenings and weekend work as needed.
- Commitment to travel throughout the state to attend staff meetings, seasonal competitions and other events as identified.
- Budget development and execution experience.
- Strong computer skills, proficient in use of Microsoft Office software required.
- Excellent oral and written communications skills.
- Awareness of the Three Rivers Region's community resources via relationships and/or familiarity with business, volunteer resources, etc. within the program area.

APPLICATION INSTRUCTIONS: Serious applications will provide a letter of interest, resume and salary requirement to jcolbert@specialolympicspa.org

No phone calls will be accepted. Resumes sent for positions other than this posting will not receive a response.

Special Olympics Pennsylvania is proud to be an equal opportunity employer. We do not discriminate on the basis of race, color, religion, sex, gender identity or expression, national origin, political affiliation, sexual orientation, marital status, disability, neurodiversity, age, parental status, socio-economic background, military service, or any other characteristic or status protected by applicable law.

We strive to create a workplace that reflects the communities we serve and where everyone feels empowered to bring their full, authentic selves and can do their best work.

ORGANIZATION DESCRIPTION

Special Olympics Pennsylvania (SOPA) provides year-round training and competition in 21 Olympic-type sports to 16,000 children and adults with intellectual disabilities or closely related developmental disabilities. For 50 years, SOPA and its 54 local programs have used the power of sports to transform the lives of people with intellectual disabilities and unite everyone by fostering community and building a more acceptable and civil society. SOPA is much more than a sports organization. Through its Athlete Leadership Programs, athletes assume meaningful leadership roles, influence change within the Special Olympics movement and take on roles as Global Messengers (trained as public speakers for Special Olympics), athlete representatives, coaches, board members and more. SOPA also addresses major challenges facing its athletes including healthcare. The Healthy Athletes program offers athletes free health screenings in the form of eye, ear, dental and podiatry assessments. Athletes are also taught how to live active lifestyles, eat healthy and more. Additionally, SOPA strives to create a unified world by promoting inclusion, uniting communities, and changing attitudes. Through Unified Sports, SOPA brings together individuals with and without intellectual disabilities as equal teammates in training and competition, which promotes respect and acceptance, and facilitates meaningful relationships between people of all abilities. For more information about how you can join "The Inclusion Revolution," visit www.specialolympicspa.org.