**Regional Development Director**

**Department:** Program

**Reports to:** Greater Lehigh Valley Pocono Region (GLVPR) Executive Director

**Location:** This position will be reporting to the SOPA Regional office in Bethlehem

**Position Summary**

Special Olympics Pennsylvania (SOPA) seeks an enthusiastic leader to oversee all geographic area fundraising activities within the Greater Lehigh Valley Pocono Region (GLVPR) to include Berks, Bethlehem City, Carbon, Lehigh, Monroe, Northampton and Schuylkill Counties. In conjunction with regional staff, headquarters staff and local volunteers the Regional Development Director is responsible for developing and implementing fundraising strategies that align with SOPA’s Strategic Plan and ensuring the Region is meeting stated revenue goals.

**Key Responsibilities**

* Working with Regional Executive Director, headquarters staff and key volunteers to develop and execute fundraising plans to assure regional budget is met or exceeded.
* Leading and supporting Greater Lehigh Valley Pocono Region Fundraising Team Leaders (volunteers) as needed.
* Recruitment and training of Greater Lehigh Valley Pocono Region fundraising volunteers for regional and local events.
* Lead Regional fundraising activities toward the implementation of an annual campaign comprised of direct gifts and special events.
  + Actively seek partnerships that will strategically raise the presence and impact of Special Olympics Pennsylvania within the Greater Lehigh Valley Pocono Region by implementing strategies for funding growth including corporate and individual donors, sponsorships and grants.
  + Ensure synchronized coordination and implementation of Greater Lehigh Valley Pocono Region Fundraising Plan within the region, with other regions and with statewide fundraising initiatives and events.
  + Financial management including assessment of all fundraising activities to ensure appropriate ROI.
  + Implement fundraising policies and procedures in collaboration with other regions, statewide, and Special Olympics North America/Special Olympics International.
  + 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.

**Qualifications**

* Development/Fundraising experience specifically; identifying and developing partnerships for financial support (donor/sponsors), developing and coordinating fundraising events, writing grants and creating and executing a Fundraising Plan.
* Supervision of volunteer committees.
* Computer proficiency and proficiency in Microsoft Office 365 is required (able to utilize office software programs including database, spreadsheets, and word processing applications).
* Nonprofit experience is preferred.
* Two or more years in a senior management position or like experience with demonstrated positive fundraising results.
* Proven knowledge of fundraising planning and reporting procedures.
* Commitment to travel throughout the Region’s geographic area as well as evenings and weekend work as needed.
* Budget development and execution experience.
* Excellent oral and written communications skills.
* Awareness of Greater Lehigh Valley Pocono Region community resources via relationships and/or familiarity with business, volunteer resources, etc. within the program area.

**APPLICATION INSTRUCTIONS**

Serious applicants should send a cover letter, resume, and salary requirement to [careers@specialolympicspa.org](mailto:careers@specialolympicspa.org).

No phone calls will be accepted. Resumes sent for positions other than this posting will not receive a response, and communications from recruiters will not be acknowledged.

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 our communities and where everyone feels empowered to bring their whole, 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 15,000 children and adults with intellectual disabilities or closely related developmental disabilities. For 50 years, SOPA and its nine regions 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 significant 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 to live active lifestyles, eat healthily, 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](http://www.specialolympicspa.org).