**Regional Development Director**

**Department:** Program

**Relationship:** Greater Lehigh Valley Pocono Region Executive Director

**Location:** This position is based in the GLVPR Regional office in Bethlehem, PA

**Position Summary:**

Special Olympics Pennsylvania (SOPA) is completing a multi-year reorganization to enhance our support for athletes and volunteers. We are looking for a candidate with strong experience in Fundraising, Event Planning, Marketing, and Communication 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. The Regional Development Director will work with regional staff, state staff, and local volunteers to develop and implement fundraising strategies that align with SOPA’s Strategic Plan, ensuring the region meets its revenue goals.

This includes:

* Working with Regional Executive Director, state staff and program 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) for day to day activities in region.
* Recruitment and training of Greater Lehigh Valley Pocono Region fundraising volunteers for regional and Team events.
* Providing support and guidance to Regional Team fundraising activities (per county as part of the full regional fundraising plan) toward the implementation of an annual campaign comprised of direct gifts and special events.
	+ Working with Regional Fundraising Leadership Team, 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. Partner with state office to elevate major gifts.
	+ Work with SOPA state office staff to provide coordination and implementation of Greater Lehigh Valley Pocono Region Fundraising Plan to ensure synchronized activities with state-run fundraising initiatives and events.
	+ Ensure collaboration within the region and with other regions across the state for fundraising activities.
	+ Financial management including assessment of all fundraising activities to ensure appropriate ROI (effort vs. revenue) and make appropriate adjustments.
	+ Working with state Director of Development Administration, implements fundraising policies and procedures, related to fundraising, the region itself, 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.

Candidate must demonstrate experience in:

* 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 (utilizing office software programs, including databases, spreadsheets, and Microsoft Office programs).
* All SOPA employees are required to undergo a criminal history check and fingerprinting during their employment. Your employment is conditional, pending the results of the background check.

Required Qualifications:

* Proven knowledge of fundraising planning and reporting procedures.
* 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.
* 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.

Serious applicants should send a cover letter, resume, and salary requirement to Julie Benjamin at jbenjamin@specialolympicspa.org.

No phone calls will be accepted. Resumes sent for positions other than this posting will not receive a response. 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 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](http://www.specialolympicspa.org).