Regional Development Director

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 Region 5 area (Berk’s, Bethlehem, Carbon, Lehigh, Monroe, Northampton, and Schuylkill Counties). This position will lead the strategic growth of Region 5 fundraising activities to ensure revenue is generated to meet (or exceed) the Region’s annual budget.

Reports to: Region 5 Director, Special Olympics Pennsylvania

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 ensuring the Region is meeting stated revenue goals. This includes:
  - Working with Region Director and program volunteers to develop and execute fundraising plans to assure regional budget is met or exceeded.
  - Overseeing and directing Region 5 Fundraising Liaisons (volunteers) for day to day activities in region.
  - Recruitment and training of Region 5 fundraising volunteers for regional and as needed, program events.
  - Providing support and guidance to Region 5 Program fundraising activities (per county as part of the full Region 5 fundraising plan) toward the implementation of an annual campaign comprised of direct gifts and special events.
  - Working with Region 5 Fund Raising 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, sponsorship’s and grants. Partner with state office to elevate major gifts.
  - All Region 5 staff is 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 Region 5 Fund Raising 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 fund raising 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 fund raising results.
• Nonprofit experience either in professional or volunteer positions.
• Proven knowledge of fund raising 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 Region 5’s community resources via relationships and/or familiarity with business, volunteer resources, etc. within the program area.

Location:

This position will be reporting to the SOPA, Region 5 office expected to be located in the greater Allentown area.

APPLICATION INSTRUCTIONS: Along with resume, please submit a letter of interest (cover letter), resume, references, AND salary requirement.

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

EEO/M/V/H/V

ORGANIZATION DESCRIPTION

Special Olympics Pennsylvania provides year-round sports training and competition in a variety of Olympic-type sports for children and adults (age 8-80) with intellectual disabilities. All training and competition opportunities are provided free of charge to athletes, enabling everyone to experience the benefits of Special Olympics that extend well beyond the playing field. The athletes of Special Olympics -- over 18,000 strong in Pennsylvania -- are constant reminders of all that is right with the human spirit. Pennsylvania is the 7th largest program and one of the strongest Special Olympics programs in the United States. For more information about how SOPA inspires greatness, visit www.specialolympicspa.org.