



Regional Development Director

Department: Program

Reports to: Greater Lehigh Valley Pocono Region Executive Director, Special Olympics Pennsylvania (SOPA)

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

Position Summary:

Special Olympics Pennsylvania (SOPA) has recently embarked on an exciting reorganization and seeks an enthusiastic leader to oversee all geographic area fundraising activities within the Greater Lehigh Valley Pocono Region to include Berks, Bethlehem City, Carbon, Lehigh, Monroe, Northampton and Schuylkill Counties. In conjunction with regional staff, state 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.

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:

- Supervision of volunteer committees.
- 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.
- 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 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.
- Must be fully vaccinated for COVID-19 (i.e., at least 2 weeks after last dose) and, if hired, present proof of vaccination by start date.

APPLICATION INSTRUCTIONS: Serious applicants will email careers@specialolympicspa.org with: a letter of interest, resume and salary requirement.

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.

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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 16,000 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.