



Job Title: Regional Development Director

Department: Development

Reports To: VP, Development, Special Olympics Pennsylvania

Location: This position is based in the Capital Area Region office in Harrisburg, PA

Position Summary: The Regional Development Director is responsible for executing fundraising and community engagement efforts within the Capital Area Region including: Adams, Cumberland, Dauphin, Lancaster, Lebanon, Mifflin/Juniata, Perry and York Counties. This role generates regional revenue by building and strengthening community support through donor engagement, partnerships, volunteer involvement, and fundraising activities. With a strong focus on hands-on fundraising execution, relationship development, and community activation, the position helps ensure sustainable funding that supports Special Olympics PA athletes and programs across the region. The Regional Development Director works closely with the Development and Regional team to carry out fundraising plans and support statewide development priorities within the assigned territory.

Responsibilities:

- Manage a portfolio of regional donor and partner relationships with a focus on engagement, stewardship, retention, and revenue generation.
- Build and maintain relationships with donors, corporate partners, volunteers, and community leaders to strengthen community support and encourage long-term engagement with Special Olympics Pennsylvania.
- Execute and coordinate regional fundraising initiatives and events, including individual giving, corporate partnerships, community fundraising activities, peer-to-peer campaigns, and event logistics that support regional and statewide revenue goals.
- Support volunteer fundraising leaders and committees by assisting them in executing fundraising activities and community events.
- Collaborate with headquarters development staff, Regional Executive Directors, and program staff to ensure fundraising efforts align with athlete participation, community engagement, and statewide development priorities.
- Identify and help cultivate potential donors, partners, and community supporters within the assigned region.
- Maintain accurate donor records and fundraising activity within SOPA systems and track progress toward regional fundraising goals.
- Represent Special Olympics Pennsylvania at community events, meetings, and outreach opportunities to increase awareness and engagement.
- Follow SOPA policies and procedures related to fundraising, financial stewardship, and donor engagement while supporting additional development initiatives and responsibilities as assigned.

Qualifications:

- Two or more years of experience in fundraising, sales, partnerships, community engagement, or a related field with demonstrated results
- Nonprofit experience preferred but not required
- Strong relationship-building and communication skills
- Ability to execute fundraising initiatives and manage multiple activities simultaneously
- Commitment to travel throughout the assigned geographic region
- Availability for evening and weekend events as needed
- Strong organizational and administrative skills
- Proficiency in Microsoft Office and CRM/database systems

Candidate Must Demonstrate Experience In:

- Building and maintaining relationships with donors, partners, or community members
- Supporting fundraising or sales initiatives that generate revenue
- Working with volunteer committees or community groups
- Executing fundraising events or engagement activities
- Using office software, CRM systems, spreadsheets, and databases

Other Requirements:

- Commitment to the mission and values of Special Olympics Pennsylvania.
- Flexible schedule to accommodate evening and weekend events as needed.
- Flexible schedule to include limited nights and weekends with overnight travel as needed to support initiatives
- Have own reliable transportation, good driving history, and valid driver's license
- Criminal history checks and fingerprinting are required of all SOPA employees during their employment. Your employment is conditional, pending the results of the background check.

APPLICATION INSTRUCTIONS

Serious applicants should provide a cover letter, resume, and salary requirement to Regional Executive Director, Andrew Fee at afee@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.

Equal Opportunity Employer Statement:

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.