



POSITION ANNOUNCEMENT

TITLE: Assistant Director-Development, Corporate Relations

Special Olympics Illinois is a not-for-profit organization offering year-round training and competition in 18 sports to Illinois athletes with intellectual disabilities. Special Olympics Illinois is dedicated to shaping a culture where people with and without intellectual disabilities are fully integrated into the community by providing opportunities in competitive sports, health education, leadership, and personal development. As a part of the Special Olympics Illinois team, you'll join an energetic and hard-working group of individuals committed to transforming the lives of those we serve.

Position Overview

Special Olympics Illinois is actively recruiting for the role of Assistant Director of Development, Corporate Relations. This role's responsibilities include fundraising, developing and maintaining key strategic relationships, and supporting the Urban Strategy and organizational goals of Special Olympics Illinois. This role will be an integral part of the development team, responsible for identifying and driving new corporate partnerships. This position will also be responsible for developing and implementing impactful employee engagement and fundraising solutions that increase revenue streams to support Special Olympics Illinois' mission and strategies. This position will have a particular focus on growing philanthropic support in and around the Chicagoland area.

Primary Responsibilities

Corporate Partnerships

- Cultivate, retain and grow existing and new corporate partners to achieve revenue goals by delivering a high level of communication, stewardship and donor-centric partnerships
- Develop corporate outreach and engagement strategies, build a portfolio of prospects, prepare written materials and proposals in keeping with department standards
- Manage cultivation plans, recognition programs, and events to deepen relationships with current corporate partners and prospects
- Collaborate with Development staff and Senior Leadership on unique engagement opportunities to steward current donors and cultivate prospective donors, both individuals and corporations
- Recruit key community stakeholders and business leaders to serve on the Chicago Young Professionals Board and Leaders Council
- Ensure accuracy and timeliness of account data input with the organization's Customer Relationship Management (CRM) system, Salesforce

Signature Special Events

- Secure volunteer leaders to serve on event committees (primarily the Champions Ball Committee)
- Drive event revenue through sponsorships, donations and in-kind acquisitions
- Identify attendees, sponsors and donors for cultivation and engagement
- Manage ongoing stewardship for event attendees and committee members
- Analyze, evaluate and report on event outcomes

Development Operations

- Create, manage and oversee Development budgets
- Assist in management of communications (i.e. Board Development Report, annual reporting)
- Maintain data integrity in Salesforce by entering contact notes, updating proposals, and proactively managing relationships
- Partner with Donor Relations to coordinate financial tracking of gifts
- Develop and manage fundraising collateral
- Utilize available tools to conduct prospect research
- Provide recognition and impact reports to partners in a timely manner

Special Olympics Illinois

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Tel 309-888-2551 Fax 309-888-2570

www.soill.org

Created by the Joseph P. Kennedy Jr. Foundation for the benefit of persons with intellectual disabilities



Qualifications

- Bachelor's degree from an accredited college/university
- 2+ years experience in nonprofit development and fundraising, sponsorship development and sales, or relevant experience
- Knowledge of nonprofit fundraising best practices and various forms of development solicitation practices, including events, corporate partnerships, cause marketing, and major gift solicitation
- Demonstrated professional and mature interaction with other staff and leadership volunteers, sponsors, donors, and others to engage them toward the achievement of revenue goals
- Excellent verbal and written communication skills
- Superior relationship-building and interpersonal skills which enable rapport-building with internal and external stakeholders
- Computer fluency in MS Office and CRM experience (Salesforce preferred); knowledgeable about the role technology plays in fundraising
- A constant learner who is interested in being a proactive, positive member of the team

Work Schedule & Requirements

- Based in Chicago (with flexibility for a hybrid office schedule)
- Reports to Director of Development
- Monday through Friday, 8:00 AM – 4:30 PM, with occasional evenings and weekends as position demands
- Independent in-state travel occasionally required, including some overnight and weekend travel as an essential function of position
- Physical mobility required: must be able to climb stairs, assist in setup and breakdown at events, stand or sit for long periods of time, and load and unload vehicles
- Medium work required, which involves lifting no more than 50 pounds at a time with frequent lifting or carrying of objects weighing up to 25 pounds; requires a good deal of walking, standing, and/or sitting with some pushing and pulling of arm or leg controls; includes sedentary work
- Close visual acuity required to perform activities such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines; operating motor vehicles
- First Aid/CPR Training and Certification required or willing to obtain within the first six months; must be able and willing to effectively administer First Aid/CPR on-site during events
- Valid driver's license and proof of insurance is required
- Offers of employment are contingent upon clear results of a background check

Benefits

- This full-time position includes an excellent compensation and benefits package including health, dental, vision, life, voluntary disability insurance, a retirement savings plan with company match, generous paid time off benefits, and more.

To Apply

To apply for this position, please send a copy of your resume with a cover letter and responses to the following questions to Amanda Spies at aspies@soill.org.

1. What excited you about working for Special Olympics Illinois?
2. Do you have at least 2 years of experience in nonprofit development, sales or other relevant experience? If so, please describe your past experience.
3. What is your desired salary range?

Special Olympics Illinois is committed to building a diverse, creative, engaged, collaborative, and hard-working team that is dedicated to our athletes, our communities, and each other. Our employees are our most valuable asset, and we aim to create a positive atmosphere where employees feel valued and fulfilled. We truly want people to love working here, and we strive to create a culture that allows for growth, opportunity, and fun.

Special Olympics Illinois is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, criminal conviction, and all other protected classes under federal or state laws.