



## **POSITION ANNOUNCEMENT**

**TITLE:** Assistant Director-Development, Special Events

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-Development, Special Events. This role is an integral part of the fundraising team, responsible for implementing the organization's Signature Events. In conjunction with the Director of Development, this individual will be responsible for strategic oversight of Special Olympics Illinois Signature Events and tasked with ensuring professional execution of events and continued growth to reach annual revenue goals in excess of \$3M.

Along with implementing event logistics and operations, this position collaborates directly with other development team staff to generate revenue through sponsorships, donations, stewardship, ticket sales, auctions, volunteer committees, and other sources of revenue. Additionally, this role works closely with the Marketing & Communications team to develop promotional strategies and collateral for each event.

### **Primary Responsibilities**

- Manage all logistics and operations of signature fundraising events including Champions Ball, Chicago Ducky Derby, First Look for Charity, and Chicago Baseball Bash.
- In partnership with the Director of Development, identify and lead volunteer committees for top signature fundraising events.
- Support the Director of Development in developing strategies to increase revenue each year through year-round marketing and promotional efforts.
- Manage content for sponsorship packages, invitations, event websites, and other marketing collateral as needed.
- Oversee revenue and expenses for each event and help to develop event budgets.
- Negotiate and secure all contracts and in-kind donations with vendors, venues, entertainers, and speakers.
- Work with the Marketing & Communications team to develop high-quality digital and print collateral and strategic communication plans.
- Collaborate with all development staff and gift officers to create partnership proposals and secure corporate sponsorship commitments.
- Partner with Donor Relations staff to ensure all donor and sponsor deliverables are met including impact reports, donor acknowledgments, and stewardship.
- Host pre-event internal meetings and provide timely event reports to development staff.
- Oversee day-of-event execution including the run of show, managing staff and volunteer assignments, event set-up and tear-down, troubleshooting, and more.
- Utilize the Salesforce CRM to track and manage all event data and contact information.
- Provides expertise to staff in the planning and execution of non-signature events.

### **Qualifications**

- Bachelor's degree from an accredited college/university
- 3-5+ years experience in event planning, corporate fundraising, sponsorship development or relevant experience
- Proven success and experience in the planning, execution, and marketing of special events

#### **Special Olympics Illinois**

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[www.soill.org](http://www.soill.org)

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



- Knowledge of nonprofit fundraising best practices and various forms of development solicitation practices, including events and corporate partnerships
- Experience leading a volunteer committee preferred
- Superior relationship-building and interpersonal skills which enable rapport-building with internal and external stakeholders
- Excellent verbal and written communication skills
- Strong organizational and time management skills with exceptional attention to detail
- Ability to work independently with some oversight
- 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
- High energy and passion for Special Olympics mission

### Work Schedule & Requirements

- Preferred base in Chicago or Lombard offices; Hybrid work model
- Reports to Director of Development
- Monday through Friday with frequent evenings and weekends as position demands
- Independent in-state travel frequently 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](mailto:aspies@soill.org).

1. What excites you about working for Special Olympics Illinois?
2. Do you have at least 3 years of event planning and/or fundraising 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.*