



POSITION ANNOUNCEMENT

TITLE: Assistant Director – Region K, Development

Position Overview:

The Assistant Director - Development is primarily responsible for providing support to the Region Director to help ensure that the Region has the proper operational controls and reporting procedures in place to assist Special Olympics Illinois in achieving the Big Three Key Objectives. This Assistant Director position will have a revenue development focus.

Primary Responsibilities:

- Position serves as primary and direct back-up to the Region Director; incumbent is expected to occasionally and as requested carry Director-level responsibility, which includes but is not limited to: Division-wide, Director-level support and leadership; Division as well as Region-wide training and/or mentorship; and continuous cross-training beyond assigned Development Focus
- In consultation with the Region Director, the Assistant Director – Development drives achievement of Region-specific, strategic goals to ensure progress toward the Big Three Key Objectives and to protect the financial integrity of the organization.
- Manages all revenue and resource development efforts in the Region, including but not limited to: special events and fundraisers, volunteer recruitment and management, financial recordkeeping, public relations and awareness, education, committee development, sponsorships, grants and foundations, civic and fraternal, in-kind resource development, state-level event and campaign support as well as agency revenue share programs/initiatives.
- Collaborate with SOILL Development staff to establish new funding sources to support the region.
- Identify, develop and maintain partnerships with service organizations to provide volunteer and funding opportunities.
- Cultivate relationships with new and existing region sponsors and donors
- Actively work with Law Enforcement Torch Run (LETR) Team to support local LETR events and fundraising efforts; serves as a local contact for LETR legs in Region
- Collaborate with community partners to create third party fundraisers and special athlete opportunities
- Focus on continued growth capitalizing on using knowledge of technology and social media to identify and employ new avenues to market the organization and its offering
- Recruit and manage volunteers and committee members, as well as part-time, full-time employees as needed
- Provides support in case of staffing vacancies in assigned Region

Qualifications/Skills and Knowledge Requirements:

- Bachelor's degree preferred
- 3+ years' experience within Special Olympics or closely related field
- Excellent, adaptive computer skills including proficiency with Microsoft Office products
- Ability to work independently without close oversight, but also a team player who productively engages with others at varying levels of seniority within and outside Special Olympics Illinois
- High energy and passion for Special Olympics mission
- Meets all team deadlines and responsibilities, listens to others and values opinions, helps team to meet goals, welcomes newcomers and promotes a team atmosphere
- Strong organizational and time management skills with exceptional attention to detail
- Customer focus
- Excellent communication skills, both written and oral as well as receptive (listening)

Essential Functions:

- Monday through Friday with frequent evenings and weekends as position demands
- Independent in-state travel required, including some overnight and weekend travel as an essential function of position
- Physical mobility required: must be able to climb stairs, assist in set-up 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; includes sedentary and light 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

Special Olympics Illinois

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- operation of machines; operating motor vehicles
- First Aid/CPR Training and Certification required; must be able and willing to effectively administer First Aid/CPR on-site during events
- Valid driver's license and proof of insurance required
- Based out of Carbondale/Mt. Vernon area
- Offers of employment are contingent upon clear results of a background check

To Apply

- To apply for this position, please send resume, 3 current references and cover letter to Linda Wunder at lwunder@soill.org. Position open until filled.

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.