



POSITION ANNOUNCEMENT

TITLE: Director – Region K

Position Overview:

The Region Director is primarily responsible for providing the leadership, direct oversight, management and vision necessary to 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. The Region Director will have an outreach and growth focus.

Primary Responsibilities:

- Oversees all facets of Special Olympics Illinois' year-round program which includes management of the following: sports competitions, funding sources, outreach efforts to underserved populations, committee development, volunteers, financial records, public relations, public awareness and education along with family involvement
- In consultation with the Senior Director – Program Services, actively manages relationships with Region staff and external partners to ensure that organizational policies and procedures are adhered to and standards of excellence are maintained; ensures that appropriate planning, organization and execution is occurring at events and in the community
- Actively works with the Senior Director - Program Services and the Chief Operating Officer to monitor, drive and achieve Region-specific, goals to ensure progress toward the Big Three Key Objectives and to protect the financial integrity of the organization
- Drives program growth in Young Athletes, Unified Champion Schools, Families, Athlete Leadership, Health Programing, and Coach Education initiatives
- Manages volunteers as well as part-time, full-time and/or temporary employees; one - five direct reports as applicable
- Provides leadership and support in case of staffing vacancies in the Region
- Develops and implements a Regional annual plan which provides vision and strategy for the Region to drive organizational objectives, including but not limited to personnel and volunteer committee development strategies

Qualifications/Skills and Knowledge Requirements:

- Bachelor's degree preferred
- 5+ years of professional level experience in a role with Special Olympics or in a closely related field
- Supervisory experience preferred
- Experience developing, expanding and cultivating volunteer, donor and agency relationships
- Excellent 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, helps team to meet goals, welcomes newcomers and promotes a team atmosphere
- Strong organizational and time management skills with exceptional attention to detail
- Customer focused
- Excellent communication skills both written and oral as well as receptive (listening)
- Ability to help carry out the Strategic Plan
- Must have strong interpersonal skills
- Professional and resourceful style; must possess ability to take initiative and manage multiple tasks/projects at a time

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.