



POSITION ANNOUNCEMENT

Normal, Illinois

TITLE: Assistant Director - Development, Law Enforcement Torch Run

Position Overview

Special Olympics Illinois (SOILL) seeks an organized, dynamic, and service-minded team member to support the organization's partnership with Law Enforcement through the Law Enforcement Torch Run, which generates significant revenue and public awareness for the mission and programs of SOILL.

Primary Duties and Responsibilities

- Plan, develop, manage and implement Law Enforcement Torch Run (LETR) fundraising events, including but not limited to Polar Plunge, Plane Pull, Texas Roadhouse, Harley Davidson and UTV raffle) as well as provide leadership, direction and support to the LETR department and other Development and Program staff
- Collaborate with Senior Director – Development, Torch Run and Program Services teams to identify, cultivate and secure new corporate sponsors for LETR and SOILL
- Meet or exceed established revenue and event goals and support the entire Special Olympics Illinois team with LETR organization and management, especially as related to regional Polar Plunge activities
- Serve as main solicitor for key donors as well as forging new relationships to build LETR and Special Olympics Illinois' visibility, impact and financial resources
- Research, create and conduct presentations, as well as distribute e-communications, to a variety of internal and external groups for the purpose of educating groups about Special Olympics Illinois and/or LETR, recruiting volunteers and new LETR departments, soliciting sponsors, conducting outreach initiatives and other assigned purposes
- Coordinates and manages various logistics for statewide LETR events, including but not limited to Polar Plunge, SUPER Plunge, LETR Kickoff Conference, Plane Pull, Truck Convoy, Dunkin' Cop on a Rooftop Tip-A-Cop and ILACP Auction
- Recruits, motivates and manages LETR volunteers; develop and nurture relationships with statewide law enforcement representatives. This includes reviewing LETR event requests to ensure compliance with SOILL and Torch Run branding guidelines
- Oversee and manage all of LETR's social media channels to promote awareness and the LETR brand as well as helping grow followers and supporters (Facebook, Twitter and Instagram)
- Meets or exceeds established revenue and event goals and support the entire Special Olympics Illinois team with LETR organization and management
- Analyzes, interprets, and communicates LETR trends and tracking to Director – Development, Torch Run, including monthly financial reports and quarterly agency recruitment and retention updates
- Oversees statewide fulfillment of LETR merchandise and incentives
- Assists in the preparation of budgets and monitor ongoing status of assigned project codes
- Provides exceptional customer support to law enforcement volunteers and staff

Qualifications

- Bachelor's degree preferred
- 3+ years' professional experience in marketing, communications or non-profit fundraising, with demonstrated results in meeting and/or exceeding revenue goals
- Experience in event and volunteer management
- 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
- Professional and resourceful style; the ability to take initiative and to manage multiple tasks and projects at a time
- Excellent, adaptive computer skills including proficiency with Microsoft Office products
- Knowledge working within Salesforce preferred
- 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
- Excellent communication skills and strong customer focus
- Ability to influence and engage a wide range of constituents and build long-term relationships

Work Schedule

- Based in the State Headquarters office in Normal, IL
- Must have ability to travel statewide as position demands
- Monday through Friday; position requires work and travel outside of normal business hours
- Occasional on-site management or attendance required at events, both outdoor and indoor
- Reports to Senior Director – Development, Law Enforcement Torch Run
- Offers of employment are contingent upon clear results of a background check
- Close visual acuity, physical mobility and moderate work required: must be able to climb stairs to move, load, and unload equipment, as well as exert up to 40 pounds occasionally and 20 pounds frequently

To Apply

- To apply for this position, please send a copy of your resume with a cover letter to Jim Fitzpatrick at jfitzpatrick@soill.org by 08/16/21

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Special Olympics Illinois

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