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**Job Title:** Senior Director of Development – Law Enforcement Torch Run

**Department:** Development

The Senior Director of Development – Law Enforcement Torch Run is an integral part of the fundraising team, responsible for championing the organization’s partnership with law enforcement through the Law Enforcement Torch Run. In conjunction with LETR volunteer leadership, this individual will be responsible for strategic oversight of the program and tasked with ensuring continued growth to reach annual revenue goals in excess of \$5M. This position will also collaborate directly with senior organizational leadership to create and implement strategies to leverage Special Olympics’ partnership with law enforcement to raise revenue and public awareness through a variety of events, initiatives, and partnerships.

**Reports To:** Chief Development Officer

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## KEY RESPONSIBILITIES

- Responsible for planning, executing and evaluating all aspects of the Illinois Law Enforcement Torch Run (LETR), the single largest fundraising vehicle for Special Olympics Illinois (SOILL)
  - Meet or exceed annual financial goals as collectively established by LETR leadership, SOILL Chief Executive Officer and Chief Development Officer
  - Identify, recruit and manage key law enforcement volunteer leaders to serve on committees and drive revenue through sponsorship, donation, in-kind acquisition, and promotion of the LETR and SOILL brands
  - Cultivate and maintain relationships with key law enforcement associations and organizations to secure long-term engagement with SOILL’s mission and programs
  - Oversee the recruitment, training and support of LETR agency/department coordinators and facilitate their orientation to the organization
  - Work with the LETR State Committee to enact strategic plan, with a particular focus on new volunteer recruitment and integration into SOILL Regional programs
  - Serve as the primary liaison for SOILL within Region IV, the International LETR and Special Olympics, Inc.
  - Assist with prospecting, negotiating and implementing sponsorships and partnerships on behalf of LETR and SOILL
  - Provide guidance to LETR staff on special events from concept to completion, ensuring they operate smoothly, efficiently, and generate maximum revenue and exposure
  - Support LETR initiatives as needed, including events and other activities led by other staff
  - Help to develop sponsorship materials, appeals, and sponsor-oriented special events
  - Manage LETR recognition and appreciation strategies at the state level
  - Maintain data integrity in the organization’s Customer Relationship Management (CRM) system, Salesforce, by entering contact notes, updating proposals, and proactively managing relationships
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## QUALIFICATIONS

- Bachelor’s degree from accredited college/university



- 5+ years experience in corporate fundraising, sponsorship development and sales, cause marketing, event planning or relevant experience
- Experience working with the law enforcement community strongly preferred
- Knowledge of nonprofit fundraising best practices and various forms of development solicitation practices, including events, corporate partnerships, and cause marketing
- Demonstrated professional and mature interaction with other staff and leadership volunteers, sponsors, donors and others to engage them toward the achievement of revenue goals
- Proven success and experience in the administration, planning, marketing, and recruitment of sponsors and partners
- 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

- Preferred base of either Normal or Lombard, IL, with remote/hybrid options available
- Days and hours of work are Monday through Friday, 8 a.m. – 4:30 p.m.; position requires work and travel outside normal business hours
- Ability to travel and to work evenings and weekends to meet job requirements

### To Apply

- To apply for this position, please send a copy of your resume with a cover letter to Valerie Day at [vday@soill.org](mailto:vday@soill.org)

*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.*