



POSITION OPENING

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| Position Title: | Development Director |
| Department: | Development |
| Reports to: | VP Development |
| Exempt/Non-Exempt: | Exempt |
| Full/Part-Time | Full-time |
| Work Location | Great Falls, Missoula, Bozeman, or Billings (Other locations may be considered.) |
| Effective Date: | Immediate, open until filled. |

MISSION

The mission of Special Olympics is to provide year-round training and athletic competition in a variety of Olympic-type sports to children and adults with intellectual disabilities who develop physical fitness, demonstrate courage, experience joy and participate in the sharing of gifts, skills and friendship with their families, other Special Olympics athletes and the community.

POSITION

The Development Director is a member of a fundraising team who is assigned specific goals and responsibilities that contribute to fund development aligned to annual goals. This position works in an athlete-centered, family-based, volunteer-driven and sponsor/donor supported environment.

MAJOR RESPONSIBILITIES

- Develop and manage annual and strategic fundraising plan.
- Collaborate with Development Department staff.
- Manage organizational relationships using Blackbaud RE/NXT.
- Cultivate, solicit, and steward sponsors and donors on an ongoing basis.
- Coordinate special events.
- Inspire, coordinate, and manage volunteer fundraising teams.
- Research, write, and follow-up grant applications as assigned.
- Empower volunteer driven fundraising efforts.
- Manage department related marketing and communications.
- Assist with other duties as assigned.

EXPERIENCE AND QUALIFICATIONS

- Bachelor's Degree from an accredited college/university.
- Demonstrated fundraising experience.
- Demonstrated ability to be self-directed and work independently while balancing competing priorities.
- Demonstrated excellence in written and spoken communication.
- Proficiency using technology.
- Strong organization skills, ability to plan, and implement.
- Valid driver's license with ability to meet insurability requirements.
- Ability to lift a minimum of 50 pounds.
- Willingness to travel extensively by vehicle statewide, with some out-of-state travel by air and vehicle.

PERSONAL CHARACTERISTICS

- Engaging personality that enjoys building meaningful relationships.
- Creative, energetic and committed to excellence.
- Ability to work in a fast-paced, visionary environment.
- Effective problem-solver.
- Personality that demonstrates sensitivity, acceptance and a positive approach to interaction with staff, volunteers, Special Olympics athletes and the public.
- Effective conflict resolution skills.

COMPENSATION AND BENEFITS

Salary is competitive and commensurate with experience and qualifications.

Generous benefits include health, vision and dental insurance; 403b tax-deferred retirement plan matched by employer up to 4% of salary; paid holidays; vacation and sick leave package; and a talented team of staff that promotes personal growth and job satisfaction.

APPLICATION REQUIREMENTS AND DEADLINE

Applications accepted until position is filled. Email a letter of application, resume and salary requirements to: rmccarty@somt.org or mail to: Development Director Search, Special Olympics Montana, PO Box 3507, Great Falls MT 59403-3507.