



POSITION OPENING

Position Title:	Vice President Development
Department:	Development
Reports to:	CEO
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 VP Development is a member of the senior level leadership team at Special Olympics Montana. This exemplar leader is overall responsible for leading a team charged with producing approximately \$2.5 million annually. The VP Development works in an athlete-centered, family-based, volunteer-driven and sponsor/donor supported environment.

MAJOR RESPONSIBILITIES

- Develop and manage annual and strategic fundraising plans.
- Develop and manage department budget.
- Inspire and oversee Development Department staff.
- Manage organizational relationships using Blackbaud RE/NXT.
- Cultivate, solicit, and steward sponsors and donors on an ongoing basis.
- Provide oversight of donor relations.
- Provide oversight of Blackbaud RE/NXT usage.
- Partner with and enable the Board of Directors to be effective fundraisers.
- Partner with the CEO to develop plans that generate necessary funding.
- Help identify new revenue sources and strategies.
- Empower volunteer driven fundraising efforts.

- Manage contracts and operations for direct mail programs.
- Oversee department related marketing and communications.
- Promote good interdepartmental relations.
- Assist with other duties as assigned.

EXPERIENCE AND QUALIFICATIONS

- Bachelor's Degree from an accredited college or university.
- Demonstrated ability to lead.
- Demonstrated experience managing others.
- Demonstrated fundraising experience.
- Demonstrated ability to be self-directed and work independently while balancing competing priorities.
- Demonstrated ability to successfully mentor and inspire individuals with diverse skills and interests to assist with fundraising.
- Demonstrated excellence in written and spoken communication.
- Proficiency using technology.
- Valid driver's license with ability to meet insurability requirements.
- Ability to lift a minimum of 50 pounds.
- Willingness to travel extensively (approximately 50%) 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: VP Development Search, Special Olympics Montana, PO Box 3507, Great Falls, MT 59403-3507.