



Position Opening: LETR Development Director
Department: Development
Reports to: Senior Development Director
Type of work: Exempt, full-time 1.0 FTE
Location: Remote in Montana
Start Date: TBD

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, giving them continuing opportunities to 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 SUMMARY

The LETR Development Director is responsible for working collaboratively with the LETR Executive Committee and the LETR Torch Run Director to lead the operations, planning, and functioning of all LETR related programming and events for law enforcement across the state of Montana. This position requires leadership experience, a fundraising background, event management expertise and skills managing volunteers. The LETR Development Director is supervised by the Senior Development Director, works in coordination with the Development Department and is responsible for fundraising goals.

MAJOR RESPONSIBILITIES

Leadership of the Law Enforcement Torch Run Program including the ability to:

- Collaborate with LETR Executive Committee, LETR Torch Run Director and the Senior Director of Development to manage LETR operations including strategic planning; maintenance of LETR Policies and Procedures; planning and preparation for biannual meetings; ongoing analysis and promotion of the LETR movement.
- Collaborate with LETR Executive Committee and Special Olympics staff to prepare, monitor, and manage an annual budget.
- Maintain regular communication with Montana's Torch Run Leadership.
- Recruit, retain and appreciate law enforcement across the state.
 - Attend law enforcement association conferences and meetings
 - Presentations at MLEA
 - World Tour
- Coordinate and prepare law enforcement for traditional events including the Final Leg, Circle of Honor and athlete award presentations.
- Maintain LETR Athlete Ambassador program.

- Coordinate travel, lodging, registration and plans for delegates attending the International LETR Conference.
- Steward LETR sponsor portfolio while developing new partnerships for sustainability of the movement.
- Make direct fundraising asks.

Management of Fundraising Events

- Lead for Montana's statewide Torch Run including planning, recruiting, training, supporting, t-shirt sales and appreciation.
- Lead for annual Kick-Off Conference & Awards Banquet planning and business.
- Support for LETR events as needed, including LETR Golf Tournament, Tip-a-Cop events, various raffles, etc.
- Management of statewide Polar Plunges.
- Attend SOI webinars and monitor new changes to programming and events.
- Work with Finance Department to reconcile funds for all LETR events.
- Participate in all LETR Region VIII conference calls and annual conference.

Work collaboratively with the Marketing and Communication team on all LETR communication including but not limited to the website, social media, digital media, and print materials.

Oversite of Risk Management for all LETR related events.

Oversite of contracts, permits, and insurance for all LETR related events.

Stewardship of brand integrity.

Promotion of inter-department relationships.

Other duties as assigned.

SKILLS AND QUALIFICATIONS

- BA/BS degree preferred.
- Preferably 1-3 years previous experience in event planning, fundraising, volunteer management and leadership in a non-profit or equivalent work experience.
- Excellent people skills and functions well in groups of people.
- Ability to be self-directed, work independently and meet deadlines while balancing competing priorities.
- Demonstrated ability to problem-solve and make decisions that positively impact operations.
- Ability to work collaboratively work with a team and successfully motivate others.
- Strong organizational skills and the ability to keep accurate information.
- Excellent written and verbal communication skills.
- Demonstrated ability to handle multiple projects simultaneously.
- Intermediate technology skills and willingness to learn current programs. (Classy, Constant Contact, SmugMug and Microsoft 365)
- Positive energy and a commitment to excellence.
- Valid driver's license and insurability on corporate insurance.
- Weekend and overnight travel as needed to fulfill job responsibilities.
- Comfortable and able to work both in an indoor office setting and outdoor event settings during inclement weather.
- Ability to lift a minimum of 50 pounds.



COMPENSATION AND BENEFITS

Salary: TBD based on experience

Generous benefits include: 403b tax-deferred retirement match by employer up to 4% of salary; paid holidays; health, dental and vision insurance; leave time; monthly phone stipend; 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: **vdonisthorpe@somt.org**

or mail to:

Vickie Donisthorpe, Special Olympics Montana, PO Box 3507,
Great Falls MT 59403-3507.