



Position Opening:	VP Outreach
Department:	Outreach
Reports to:	Chief Operating Officer
Exempt/Non-Exempt:	Exempt
Full/Part-Time	Full-time
Work Location	Remote within Montana with the ability to travel to Great Falls.
Effective Date:	Immediately

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 SUMMARY

Working with the Chief Operating Officer and in collaboration with Department Heads, the VP Outreach is a member of the SOMT senior leadership team. Responsibilities include strategic planning; function, growth, and expansion of regional areas; development and enhancement of new and existing programs and initiatives; and all-around promotion of inter-departmental relationships.

MAJOR RESPONSIBILITIES

- Lead strategic planning and development for the department and field services across the state.
- Oversee department budget
- Supervise and support Outreach Directors with maintaining, enhancing, and growing local programming.
- Support Outreach Directors with area annual plans, budgets, and conflict resolution.
- Support department staff as they recruit, train, manage, retain, and appreciate athletes, and volunteers.
- Work with the CEO and Board of Directors Program Committee on volunteer recruitment and effective volunteer management.
- Work with the department and Administration to enhance and maintain an effective recruitment process that responds to required screening, registration procedures, communication, security, and integrity.



- Work collaboratively with Sports on communication to the field regarding programing and competitions for state and area events.
- Work collaboratively with UCS and Health programs to further develop programing in the field.
- Work collaboratively with Development on fundraising initiatives.
- Support Outreach Directors and SOMT staff with athlete leadership and athlete development
- Steward organizational brand integrity.
- Promotion of inter-department relationships.
- Assist with other duties as assigned.

SKILLS QUALIFICATIONS

- Bachelor's degree preferred.
- Senior-level leadership and team-building skills required.
- Demonstrated ability to be self-directed and work independently while balancing competing priorities.
- Demonstrated excellence in written and spoken communication.
- Strong collaborative skills along with the ability to lead and successfully motivate others
- Develop and maintain strong relationships
- Intermediate to advanced technology skills and willingness to learn current programs. (Microsoft 365, Classy, and Constant Contact)
- Strong organization skills with the ability to plan and implement.
- Ability to work remotely in a home office setting.
- Valid driver's license with ability to meet insurability requirements.
- Ability to lift a minimum of 50 pounds.
- Ability to travel 30% of the time by vehicle state-wide.
- Some outdoor work is required that may include inclement weather.

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: Based on experience and skills

Generous benefits include health, dental and vision insurance; 403b tax-deferred retirement plan matched by employer up to 4% of salary; paid holidays; leave time; flexible schedule; cell 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 and resume to: vdonisthorpe@somt.org
or mail to:

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

Special Olympics Montana (SOMT) values diverse perspectives and is committed to continually supporting, promoting, and building an inclusive and culturally diverse work force. SOMT is committed to the principle of equal employment opportunity, and it complies with all applicable laws which prohibit discrimination and harassment in the workplace. SOMT makes accommodations for any known disability that may interfere with an employee's ability to perform the duties of the job. Diversity, equity, and inclusion are at the heart of SOMT's mission and daily work.