



Position Opening:	Sr. Outreach Director (West)
Department:	Outreach
Reports to:	Chief Operating Officer
Exempt/Non-Exempt:	Exempt
Full/Part-Time:	Full-time
Work Location:	Great Falls, Missoula, or Helena
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 in collaboration with the CEO, COO, Sr. Outreach Director (East) and Department heads, the Sr. Outreach Director's responsibilities include strategic planning; facilitating effective communication to the field; and the implementation of best practices for volunteer management. The Sr. Outreach Director will also supervise and support Outreach Coordinators with the function, growth, and expansion of areas; help enhance new and existing initiatives; and promote inter-departmental relationships.

MAJOR RESPONSIBILITIES

- Co-lead strategic planning and annual goal setting for the Outreach department.
- Co-lead the development and management of the Outreach department budget and expenditures.
 - Support Area Management Teams (AMT) budgeting processes.
 - Work collaboratively with SOMT's Development staff and Outreach Coordinators on the MTN Chevy raffle sales, Polar Plunge events and area fundraisers.
- Co-lead the implementation of best practices in volunteer recruitment, management, and appreciation for the entire organization.
 - Work with the CEO and Board of Directors Program Committee on volunteer recruitment and effective volunteer management.



- Work with the Games Management Specialist (GMS) to enhance and maintain an effective recruitment process that responds to required screening, registration procedures, communication, security, and integrity.
 - Continue the development of the digital paperwork initiative currently in progress.
- Co-lead the current development of Area Director (AD) and Local Program Coordinator (LPC) training modules, certification, and tracking.
- Co-lead monthly AD, Outreach Coordinators, and LPC Office hours.
- Support AD in assigned areas and attend AMT meetings if needed.
- Facilitate important communication to the field via the SOMT website, social media, monthly newsletter, and emails.
 - Work collaboratively with the Sports Department and Communications staff on bi-monthly communication to the field regarding programming and competitions for state and area events.
 - Work collaboratively with Health staff to promote awareness and further develop Healthy Athlete screenings and fitness opportunities within areas.
- Support the Athlete Leadership Coordinator with athlete leadership development and training.
- Supervise Outreach Coordinators and support the development of local programming, volunteer recruitment and fundraising. (TCAR, CRAR, FVAR & GLAR)
- Manage conflict resolution within assigned areas.
- 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).



- 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 at least 3 days a month by vehicle to assigned areas.
- 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.