



JOB TITLE: Director of Fundraising & Philanthropy

DEPARTMENT: Development

REPORTS TO: Vice President for Development & Marketing

STATUS: Full-time exempt, comprehensive benefits package; and vacation/PTO based on policy

Special Olympics Oregon (SOOR) provides year-round sports training and athletic competition in a variety of Olympic-type sports for children, youth, and adults living with intellectual disabilities, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy, and participate in a sharing of gifts, skills and friendship with their families, other Special Olympics athletes, and the community.

POSITION SUMMARY/OBJECTIVE

The Director of Fundraising & Philanthropy oversees critical fundraising pillars for SOOR – the success of which dictates the organization’s ability to provide programming for the athletes – that include fundraising events, corporate sponsorships/partnerships, and our Law Enforcement Torch Run (LETR) partnership. Corporate partnerships and sponsorships are a key ingredient of SOOR’s revenue portfolio and this person will need to be skilled in the entire sales cycle: securing a meeting with a new marketing or sponsorship executive, engaging in discovery and a needs analysis, building a customized proposal that leverages our sellable inventory (Polar Plunge, Plane Pull, SOOR Active, Unified Champion Schools, three seasons of sport, cause marketing campaigns, etc.) with strong marketing assets (robust social media channels, dynamic website, wide-reaching newsletter, key media relationships, brand activation, entitlement platforms, and volunteer opportunities to provide companies with the ability to align with SOOR, a global brand, to achieve meaningful results. We care deeply about the quality of our partnerships and feel they are strongest when there is a clear and well-communicated value proposition and plan for execution.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Events
 - Manage annual revenue and expense budget for events including sponsorships as well as peer-to-peer fundraising and corporate partnerships
 - Create, maintain and manage a project plan for each initiative that outlines the critical steps needed to achieve success through a myriad of stakeholders (SOOR staff, SOOR board, volunteers, contractors, committees, participant leaders, athletes, etc.)
 - Establish, manage and maintain steering committees for Plane Pull and Polar Plunge

- Corporate Partnerships and Sponsorships
 - Prospect potential partners and sponsors, conduct research, schedule meetings, and prepare presentations and proposals
 - Serve as the primary internal and external liaison for sponsorship across all events and platforms

- Work with internal teammates for clear hand-off of any activation components of partnership to ensure appropriate accountability
- Lead the sponsorship sales efforts for all events and programs including new business and renewals
- Cultivate and manage relationships with partners and sponsors, including execution of all contract deliverables
- Collaborate with development team to establish menu of sellable assets, investment levels, marketing assets to support partnerships, and goals

Additional Responsibilities

- Work collaboratively across the organization including program and volunteer services, marketing, leadership team and board of directors
- Manage revenue and expense budgets related to events and assigned initiatives
- Track activity in Salesforce and provide fundraising reports monthly
- Be knowledgeable of industry trends including key contacts within the industry
- Act as the SOOR Liaison to the LETR Executive Council
 - Cultivate relationships with leaders in law enforcement, including Chiefs and Sheriffs
 - Establish a plan for the volunteer team to recruit officers for Program activities
 - Work with the LETR Executive Council on a fundraising strategy for Local Programs
- Lead Fund Development Committee for assigned initiatives

EDUCATION & KNOWLEDGE

- Bachelor's degree preferred or equivalent work experience
- Proven knowledge of fundraising best practices
- Demonstrated knowledge and proficiency with fundraising technologies

SKILLS, ABILITIES & KNOWLEDGE

Minimum of 3-5 years of sponsorship sales or buying experience, preferably in entertainment, events, sports, or media. The ideal candidate must demonstrate knowledge, experience, and ability in the following areas:

- Proven success in generating and growing sponsorship revenue for an event, team, venue, or organization, and has led sponsorship strategy for a brand or has relevant sales experience
- Building strong, long-standing relationships
- Strong verbal and written communication skills, and is an empathic and effective listener
- Client focused, customer service mentality
- Creative thinker, promotionally minded
- Sponsorship industry knowledge
- A high degree of integrity that garners trust and respect from others
- Proficiency in Microsoft Office 365 Suite, OneDrive, and other productivity tools
- Desire to be a positive force for Special Olympics Oregon, honor its unwavering values
- Passionate about diversity, equity, and inclusion

ADDITIONAL TRAITS AND ATTRIBUTES

- Aptitude for taking on challenges and situations with positive energy, sound judgment, and utmost integrity
- Must be able to prioritize, multi-task, and operate in a fast-paced environment
- Joyful team player and collaborator

WORKING CONDITIONS & PHYSICAL DEMANDS

- Fast paced, with significant people interaction
- Occasional travel throughout the state of Oregon
- Dexterity of hands and fingers required for operation of general office equipment
- May be required to work evenings and weekends
- Must pass pre-employment screening

WORK ENVIRONMENT

This position operates primarily in a professional office environment in Beaverton, OR with office hours typically being Monday – Friday from 8:30 AM – 5:00 PM, with flexibility in work-from-home or hours as approved by manager. In addition to working office hours, staff are required to work events that are in their scope as well as assist at events out of their scope as needed – with most events falling on weekends or evenings. The job will require a car for external meetings and limited travel around Oregon, and there is a possibility of out of state conferences (not frequent or guaranteed). Office attire is typically business casual, but more formal business attire may be needed for meetings.

***COVID-19 UPDATE**

Special Olympics Oregon requires all full-time and part-time employees to be fully vaccinated and to have received the COVID-19 booster. Exemptions for sincerely held religious or medical reasons will be considered.

EEO STATEMENT

Special Olympics Oregon is an equal employment opportunity organization.