

Position Description

Position Title: Director of Development	Supervisor: President & CEO
Department: Development	Full or Part Time: Full time
FLSA Status:	Salary Range: \$60,000 - \$80,000
Position Code:	Revision Date: 6-1-2025

Position Summary
<p>The Development Director is responsible for creating and executing fundraising strategies that support the strategic goals of Special Olympics Rhode Island. This individual will cultivate relationships, secure philanthropic contributions, and manage donor stewardship efforts. Additionally, the Development Director will serve as the primary liaison for the Law Enforcement Torch Run and will report directly to the President & CEO.</p>
Essential Functions/Position Responsibilities
<ul style="list-style-type: none"> • Design and implement comprehensive cultivation, solicitation, and stewardship strategies for major gifts, crowdfunding, and prospects—including individuals, corporations and foundations—to establish a sustainable donor pipeline • Oversee the organization’s grant program and coordinate state, federal and private funding sources • Direct Special Olympics Rhode Island and Law Enforcement Torch Run for Special Olympics Rhode Island fundraising events including planning, logistics, and execution • Assist with developing annual priorities and plans for grant projects including, but not limited to, the Unified Champion Schools • Oversee and coordinate the Integrated Direct Marketing Program (IDMP) in collaboration with Special Olympics North America development staff • Direct and conduct research to identify donor prospects and create strategies to match prospect interests with organization’s mission and strategic plan • Utilize prospect management systems and other resources to appropriately manage donors, prospects, and volunteers • Research, write and prepare highly persuasive and compelling cases for financial support, such as appeals, personal solicitations, proposals, grants and other communication materials • Provide leadership, direction and training to staff, volunteers and others in support of the development goals; and coordinate program-based development strategies, goals and activities to integrate with the overall fundraising program • Serve as the primary contact and staff resource for the Law Enforcement Torch Run for Special Olympics Rhode Island • Develop and maintain relationships with key constituents, leadership, and legacy members within Law Enforcement Torch Run for Special Olympics Rhode Island • Support the President and CEO with relationship management and cultivation strategies for corporate, foundation, official partners, major donors, and stakeholders • Assist in short- and long-term strategic planning activities to create and implement fundraising goals and objectives • Maintain professional and technical knowledge by participating in educational opportunities; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies. • Other duties as assigned, which may include items such as assisting with program events, and other support and assignments as needed.
Qualifications & Requirements
<ul style="list-style-type: none"> • Bachelor’s degree in business management, communications, or related field is required. Master's degree is preferred

- Five or more years of fundraising experience with demonstrated success in securing gifts and/or significant commitments; corporate sales and marketing experience is transferrable
- The ability to work cooperatively in a group setting is mandatory
- A high level of energy and the ability to make independent decisions are required.
- Exceptional interpersonal skills and the ability to interact effectively with athletes, families, volunteers, prospects, donors, and other key stakeholders in a variety of roles
- Must have strong computer skills (experience with donor development database – Raiser's Edge, Word, Excel, PowerPoint, and Access)
- Requires strong communication skills; ability to write clear, structured, articulate, and persuasive proposals.
- Requires attention to detail and ability to meet deadlines
- Experience with proposal writing and institutional donors
- Knowledge of basic fundraising techniques and strategies
- Weekend and night hours and some travel required in this position
- Strong contributor in team environments.

Special Olympics of Rhode Island operates is an Equal Opportunity Employer and an Affirmative Action Organization. SORI provides equal employment opportunity to all qualified applicants and employees without regard to race, color, religion, gender (including pregnancy, childbirth, or related medical conditions), national origin, age, disability, genetic information, veteran status, sexual orientation, and gender identity or expression, mental or physical disability, or any other characteristic protected under federal, state, or local anti-discrimination laws.

Interested candidates should submit a cover letter and resume to careers@specialolympicsri.org or visit <http://www.specialolympicsri.org/>.

ESSENTIAL FUNCTION ESTIMATE OF PHYSICAL, ENVIRONMENTAL & MENTAL REQUIREMENTS				
Physical Requirements	Rarely (15%)	Occasional (15% - 40%)	Frequent (40% - 70%)	Continuous (Over 70%)
Lifting under 40 lbs.		X		
Lifting over 40 lbs.		X		
Dusty Environment	X			
Cramped Quarters	X			
Using Oil or Chemicals	X			
Standing		X		
Climbing Ladders	X			
Uneven Surfaces	X			
Exposure to Fumes/ Odors	X			
Exposure to Heat / Cold Temps	X			
Working Inside and Outside			X	
Climbing Stairs	X			
Sedentary Work			X	
Typing / Data Entry/ Computer				X
Stooping	X			
Driving			X	
Walking		X		
Walk on Wet, Uneven, Slippery Surfaces	X			
Potential Exposure to Infectious Diseases	X			
Protective Equipment Required	X			
Phone Communications			X	
Twisting Neck	X			
Bending at Waist	X			
Crawling	X			
Working in Confined Space	X			
Simple hand grasping 1 or both hands	X			
Fine manipulation 1 hand	X			
Fine manipulation both hands	X			
Repetitive Movement: Hand, Arms		X		
Reaching below shoulder height	X			
Reaching above shoulder height	X			
Repetitive movement: foot	X			
Kneeling	X			
Hearing			X	
Operating Moving Equipment (Fork Lift, Tractors, Movers, etc.)	X			
Reaching/Pulling/Pushing	X			
Acuity, Far – Clarity of vision at 20 feet or more	X			
Acuity, Near – Clarity of vision at 20 inches or less	X			

Physical Requirements	Rarely (15%)	Occasional (15% - 40%)	Frequent (40% - 70%)	Continuous (Over 70%)
Depth Perception – Three-dimensional vision. Ability to judge distances and space relationships.	X			
Field of Vision – Area that can be seen up and down or to right or left while fixed on a point.	X			
Accommodation – Adjustment of eye to bring object into sharp focus- Important for near point work.	X			
Color Vision – Ability to identify and distinguish colors.		X		
Cognitive Requirements	Rarely (15%)	Occasional (15% - 40%)	Frequent (40% - 70%)	Continuous (Over 70%)
Communications Oral			X	
Communication Written				X
Mechanical Concepts	X			
Interpreting Skills	X			
Implementing		X		
Evaluating			X	
Organizing				X
Consulting	X			
Analyzing		X		
Presenting			X	
Supervising	X			
Ability to Deal With:				
• Stressful situations		X		
• Trauma, grief, death	X			
• Public Contact			X	
Decision Making			X	
Work with Others			X	
Work Alone			X	
Concentration			X	
Comprehend and follow instructions				X
Relate to Others			X	
Influence Others			X	
Perform complex or varied tasks			X	
Additional Comments:				