



POSITION OPENING

Position Title:	Director of Special Events & Marketing
Effective Date:	Immediately. Open until filled
Full/Part-Time	Fulltime
Reports to:	President/CEO
Salary Range:	DOE/Competitive

Description: The Director of Special Events & Marketing is responsible for the effective planning, implementation, and assessment of Special Olympics North Dakota (SOND) special events and fundraising throughout the state of North Dakota. Responsibilities include the recruitment of organizational committees and sponsorships, cause-related fundraising programs and the implementation of other special event related projects. This position also has managerial and administrative responsibilities for coordination of fundraising sponsorships and communication activities for SOND.

Desired Skills and Experience:

- BA/BS degree required
- 2 years relevant experience – special events, fundraising, marketing, management
- Strong event planning and management experience
- Strong leadership and team-building skills with demonstrated experience
- Excellent verbal, writing, editing (photo/video/text), presentation and communication skills
- Demonstrated ability to handle multiple projects simultaneously and work independently
- Working knowledge of Windows-based products and web applications; general knowledge of data base objectives; social media, digital marketing and the ability to learn and exercise online training tools.
- Ability to create social media campaigns and calls-to action that drive the target audience to the website
- Ability to work as a team member while independently carrying out objectives
- Ability to lead volunteer committees, organize and plan events
- Ability to work in a fast-paced environment
- Demonstrated budget management and strategic planning
- Demonstrated negotiation skills and ability to work with diverse populations in public and private sector
- Valid driver's license with a clean driving record and must pass necessary background check
- Willingness to travel by vehicle statewide, and willing to work evenings and weekends as position demands
- Demonstrated ability to be creative and resourceful

Preferred:

- Social Media and Digital Marketing Experience
- Knowledge of public communications, marketing and media experience
- Ability to develop cause-related and corporate promotions
- Graphics design experience

- Grant and foundation writing
- Knowledge in sports management is desired; experience with Special Olympics helpful but not required
- North Dakota knowledge and relationships

Major Responsibilities:

- Develop, coordinate and supervise annual and strategic fundraising plans
- Identify and develop new sources of funding and volunteer resources
- Communications/social media, marketing of events – consistency and continuity
- Organize volunteer-driven fundraising committees to support revenue goals
- Cultivate, solicit, and secure state corporate sponsors for events to include but not limited to program and fundraising events
- Expand the Dancing for Special Stars event in new cities
- Organize and implement the State Conference and Awards Banquet
- Identify, prepare and submit foundation and other grant applications
- Oversight of the Special Olympics Brand and sponsor/donor recognition

Compensation and Benefits:

Salary is competitive in North Dakota and commensurate with experience and qualifications for opportunity for potential incentive. Benefits include health and dental insurance; retirement plan; paid holidays; vacation and sick leave package.

Location:

The Director of Special Events & Marketing will work from the Special Olympics North Dakota headquarters in Grand Forks, ND

Application Deadline:

Immediately. Position remains open until a qualified candidate is selected. Preferred application method: Letter of application, resume and salary requirements to:

Web: <http://specialolympicsnd.org/who-we-are/jobs-internships.html/title/director-of-special-events-marketing>

Mail: SOND, 2616 South 26th Street, Grand Forks ND 58201

Fax: 701-772-1265

Email: info@specialolympicsnd.org

About Special Olympics North Dakota

Special Olympics North Dakota is a private, non-profit organization that provides year-round physical fitness, sports training, and competition in 15 sports to children and adults with intellectual disabilities. All activities are provided free of charge to the participants and their families. More than 1,600 athletes, 4,500 volunteers, and 330 coaches participate throughout the state of North Dakota. For more information: www.specialolympicsnd.org