



Position Title: LETR Development Director

Department: Development

Reports to: LETR Sr. Director

Classification: Exempt, full-time

Work location: Hybrid/Remote Position, Based in Bozeman, Billings, Butte, Great Falls, Helena, Kalispell, Missoula

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, giving them continuing opportunities to 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

The LETR Development Director works collaboratively with the Law Enforcement Torch Run (LETR) Senior Director and the Special Olympics Montana (SOMT) Vice President of Development to support the planning, execution, and growth of LETR programs, fundraising campaigns, and events across Montana. This position requires strong organizational, event-planning, communication, relationship-building, and time-management skills. The successful candidate must be able to manage multiple priorities, work independently, collaborate across departments, and adapt effectively in a non-traditional and sometimes high-pressure work environment.

The LETR Development Director is supervised by the LETR Senior Director and works closely with the Development Department to support annual fundraising, volunteer-engagement, and program-growth goals.

MAJOR RESPONSIBILITIES

Support of the Law Enforcement Torch Run Program including the ability to:

- Maintain regular communication and collaborate closely with the LETR Senior Director and SOMT Vice President of Development.
- Recruit, retain, recognize, and build meaningful relationships with law enforcement volunteers across Montana.
 - Attend law enforcement association conferences, meetings, and related events.
 - Present at the Montana Law Enforcement Academy (MLEA).
 - Participate in the MPPA Foundation World Tour.
 - Support officer engagement, recruitment, leadership development, and succession-planning efforts.
- Plan, lead, and execute approximately six to eight LETR campaigns and events annually from initial development through post-event evaluation.
 - Develop and manage event timelines, work plans, checklists, logistics, budgets, and follow-up tasks.
 - Lead event-planning meetings, committee meetings, and LETR Executive Committee updates as needed.



- Collaborate with the LETR Senior Director to establish event goals, fundraising strategies, volunteer needs, marketing plans, and event-execution strategies.
 - Coordinate with SOMT departments, community partners, law enforcement volunteers, vendors, sponsors, and host locations.
 - Recruit and manage event sponsors and oversee sponsorship fulfillment, including invoices, gift receipts, recognition, gratitude, and delivery of sponsor benefits.
 - Organize, distribute, and track event materials, supplies, incentives, merchandise, and equipment.
 - Recruit, schedule, train, communicate with, and manage event volunteers.
 - Oversee event-day operations, including setup, volunteer coordination, donor engagement, sponsor recognition, troubleshooting, and cleanup.
 - Adapt event plans and resolve onsite challenges to provide a positive, safe, and successful experience for participants, volunteers, sponsors, and guests.
 - Support event risk-management practices, including safety planning, waiver compliance, event-readiness reviews, and onsite risk awareness.
 - Complete post-event responsibilities, including thank-you communications, sponsor stewardship, volunteer recognition, revenue-tracking support, reporting, and event evaluation.
- Manage LETR social media accounts and support digital marketing efforts for events and campaigns.
 - Develop and maintain social media calendars, content schedules, and posts.
 - Monitor and respond to communications and engagement across LETR social media platforms.
 - Lead storytelling efforts that highlight LETR volunteers, athletes, events, sponsors, and community impact.
 - Develop digital campaign communications, including email marketing, event text messages, and other online outreach.
- Maintain accurate and current LETR content on the SOMT website.
 - Update photos, event details, campaign information, and other relevant content.
 - Review website links regularly to ensure they remain accurate and functional.
 - Collaborate with the LETR Senior Director and Marketing and Communications team to develop promotional materials for events and campaigns.
- Manage and support the LETR Athlete Ambassador program.
 - Lead the annual nomination, interview, and selection process.
 - Support current Athlete Ambassadors in establishing annual goals and completing projects.
 - Coordinate the development and delivery of Unified presentations featuring law enforcement officers and Athlete Ambassadors.
- Manage, strengthen, and expand the LETR recurring-giving program.
- Make direct fundraising asks and support the cultivation and stewardship of donors, sponsors, and community partners.
- Maintain accurate and organized records related to LETR campaigns, events, volunteers, sponsors, materials, incentives, and fundraising results.
- Other duties as assigned.



SKILLS AND QUALIFICATIONS

- BA/BS degree preferred.
- Preferably 1–3 years of previous experience in event planning, fundraising, volunteer management, project coordination, campaign execution, and leadership in a non-profit or equivalent work experience.
- Experience with digital fundraising, donor-management, and productivity platforms, such as OneCause, Raiser's Edge NXT, and Microsoft 365, preferred.
- Excellent interpersonal skills and the ability to work effectively with diverse groups of people.
- Demonstrated ability to plan, organize, and execute events or campaigns from start to finish.
- Ability to remain positive, make sound decisions, and interact professionally with attendees, participants, volunteers, sponsors, and partners in high-pressure event environments.
- Ability to be self-directed, work independently, meet deadlines, and balance competing priorities.
- Strong problem-solving, decision-making, and conflict-resolution skills.
- Ability to work collaboratively as part of a team and effectively motivate and engage others.
- Strong organizational skills and attention to detail, including the ability to maintain accurate records and information.
- Excellent written and verbal communication skills.
- Demonstrated ability to manage multiple projects simultaneously.
- Intermediate technology skills and a willingness to learn new systems and programs.
- Positive energy and a strong commitment to quality, professionalism, and excellence.
- Valid driver's license and ability to meet corporate insurance requirements.
- Ability and willingness to work occasional evenings and weekends and travel overnight as needed.
- Ability to travel to the Great Falls home office approximately quarterly to support event-material preparation.
- Ability to work in indoor office environments and outdoor event settings, including during inclement weather.
- Ability to lift and carry at least 50 pounds

PERSONAL CHARACTERISTICS

- Engaging and relationship focused.
- Creative, energetic, and committed to excellence.
- Comfortable working in a fast-paced, visionary, and event-driven environment.
- Calm, adaptable, and solution-oriented during event execution.
- Detail-oriented and committed to following projects through planning to completion.
- Demonstrates sensitivity, acceptance, professionalism, and a positive approach when interacting with staff, volunteers, Special Olympics athletes, law enforcement partners, sponsors, and the public.
- Demonstrates effective communication and 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

Applications accepted until the position is filled.

Email a letter of application and resume to:

Wendy Rispens, VP Development
wrispens@somt.org

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.