



## CONTRACTOR DESCRIPTION

**Position** : Development Contractor  
**Department** : Development  
**Supervisor** : Sr. Regional VP, Resource Development

### **Purpose:**

The Development Contractor will act on the organization's behalf in a fundraising capacity, in either a single or multi-county area during the agreed project period, to raise new dollars to support program service growth. The Contractor will be assigned existing, or charged with creating new, special events with fundraising, logistical and execution responsibilities. Additionally, an overall new dollar fundraising goal will be agreed upon for the contract term.

### **Qualifications:**

- Bachelor's degree from accredited college/university
- Professional designations a plus: CFRE
- 5+ years of experience in individual giving, corporate sponsorships and special events either as a paid staff member or equivalent contractor years servicing a client base
- Demonstrated administrative and leadership ability
- Ability to work collaboratively with staff and volunteer committees
- Ability to work independently and manage time effectively
- Budgeting, planning and supervision skills
- Demonstrated proficiency in the following skills: organizational, public speaking, interpersonal, computer, writing, research, and training

### **Responsibilities:**

#### Special Events

For agreed upon existing events or newly created events:

- Meet or exceed agreed upon fundraising goal
- Have complete execution and logistical responsibility
- Build and manage event committee

#### Overall Fundraising Goal

- Meet or exceed agreed upon fundraising goal for contract term via the following activities, but not limited to, corporate giving, foundations and individual giving
- All fundraising activities must adhere to Special Olympics International/Special Olympics Florida's General Rules and policies

#### Reports

- Along with monthly invoice, submit monthly activity/special reports as requested

**Status** : Contractor position  
**Contract Fee** : Negotiable based on experience  
**Submit Resume To** : [MichelleBraxton@sofl.org](mailto:MichelleBraxton@sofl.org)

### **Special Olympics Florida**

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