



## **DIRECTOR OF LAW ENFORCEMENT TORCH RUN (LETR) POSITION DESCRIPTION**

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The Director of LETR is a full-time exempt position that is responsible for the organization of various fundraising efforts throughout the state of Iowa. This position works closely with Law Enforcement throughout the state. The Director of LETR supervises the Torch Run Event Coordinator.

### **REPORTS TO**

Vice President of Development

### **QUALIFICATIONS**

- BA/BS degree preferred
- Experience in non-profit fundraising preferred
- Five+ years of experience in special event or annual campaign fundraising
- Ability to initiate, organize and plan various events at once, managing all moving parts of the Law Enforcement Torch Run's fundraising efforts
- Demonstrated ability to maintain and grow working relationships
- Strong organizational skills
- Must pass Special Olympics background check and Class A Volunteer certification

### **RESPONSIBILITIES**

- Coordinate and supervise all aspects of the Law Enforcement Torch Run
- Work with the Volunteer Torch Run Director and State Torch Run Committee
- Work to involve more law enforcement departments in the Torch Run
- Represent Iowa LETR at regional and national meetings
- Actively recruit volunteers for LETR and other SOIA events
- Seek and obtain sponsorships
- Develop and maintain supporter relationships
- Train and Supervise the Torch Run Event Coordinator
- Oversee and supervise other LETR events including Cargill Night, Swing with the Celebrities and Jim Jordan Golf Tournament
- Oversee and supervise all Polar Plunges, LETR related or not
- Develop new sources of funding and expand or improve existing sources
- Ability to travel throughout the state, including some evenings and weekends
- Assist staff with events and projects as needed
- Attend the National Law Enforcement Torch Run Conference (location varies)
- Other duties as assigned

Please send cover letter, resume and salary requirements to [ssteffy@soiowa.org](mailto:ssteffy@soiowa.org)

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**Special Olympics Iowa**

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