

Director of the Law Enforcement Torch Run



Special Olympics
Wyoming

The **Director of the Law Enforcement Torch Run** reports to the **Vice President of Development**

Job Overview

Coordinates and provides oversight to the development of resources and management of the Law Enforcement Torch Run, including the Jackalope Jump. This position serves as the liaison to the Law Enforcement community.

Essential Job Functions

- Serve as a liaison to the Law Enforcement Torch Run Council
 - Work closely with the Elected chair of the Torch Run Council
- Provide oversight to Law Enforcement events.
- Implement select events as needed
- Continuously evaluate funding potential and determine best practices to expand income-based on budget
- Develop proposals for new fundraising approaches as they arise to include an action plan, resources, and potential
- Collaborate about the development of resources to support the organization
- Build a foundation of support through donated goods and services
- Develop corporate sponsorships - cultivate and recognize sponsors
- Recruit more Law Enforcement agency engagement
- Direct and oversee the implementation of the annual Jackalope Jump events
- Assist Marketing Coordinator with the Management of FaceBook, Twitter & Instagram as it relates to the Law Enforcement Torch Run and the Jackalope Jump
- Promote opportunities for Law Enforcement engagement in all components of the organization

Requirements

- Bachelor's degree in related field or equivalent experience
- Strong organizational and communication skills
- Strong supervisory skills
- Ability to handle multiple projects simultaneously and work independently
- Willingness to travel state-wide and work a non-traditional 40+ hour week; at times resulting in a 50 or 60-hour workweek
- Physical Demands; position requires both standing and sitting. Must be able to lift and carry light loads (10-40 pounds for short distances).

Other Skills/Abilities

- Willingness to work as a team player to enhance the entire Special Olympics Wyoming program
- Maintain working knowledge of computer software
- Understand and share the mission of Special Olympics
- Serve as a spokesperson for the organization as needed
- Prepare and manage an annual budget as it relates to the Law Enforcement Torch Run and Jackalope Jump to accomplish the goals of Special Olympics Wyoming