

**CFO/COO**

**SPECIAL OLYMPICS WISCONSIN**

MADISON, WISCONSIN

**Special  
Olympics**  
Wisconsin



***Special Olympics Wisconsin Mission:***

*Special Olympics Wisconsin (SOWI) provides year-round sports training and athletic competition in a variety of Olympic-type sports for children and adults with intellectual disabilities, giving them continuing opportunities to develop physical fitness, demonstrate courage and experience joy while participating in a sharing of gifts, skills and friendship with their families, Special Olympics athletes and the community.*

Special Olympics Wisconsin (SOWI) has partnered with **Spano Pratt Executive Search** to find their new CFO/COO. For a confidential conversation and to learn more about this opportunity, please contact:

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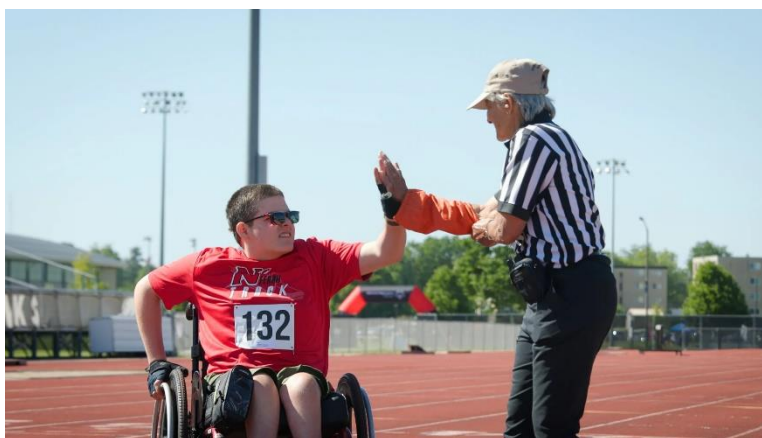
*Special Olympics Wisconsin is working to open hearts and minds towards people with intellectual disabilities and create inclusive communities across Wisconsin.*

## ORGANIZATION

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Special Olympics Wisconsin is committed to the following values:

- Integrity
- Teamwork
- Inclusion
- Excellence



*A SOWI track & field athlete competing in the Summer Games.*

## POSITION OVERVIEW

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The CFO/COO is a key member of the executive leadership team and part of a dedicated team of professionals who work together to support Special Olympics Wisconsin's (SOWI) vision and mission to open hearts and minds towards people with intellectual disabilities and create inclusive communities across Wisconsin. This is achieved by providing opportunities to develop physical fitness, demonstrate courage, experience joy, and participate in the sharing of gifts, skills, and friendships with their families, other athletes, and the community.

The CFO/COO is responsible for overseeing the organization's financial integrity, operational efficiency, and administrative functions. This dual-role position ensures the sound financial management of SOWI while also leading the human resources, IT, and general day-to-day operations in support of SOWI's mission and strategic goals. The ideal candidate is a strategic thinker with a strong financial background and proven operational leadership experience.



*This year SOWI worked with more than 14,000 Athletes and Unified Partners, 2,200 Coaches, and 4,800 volunteers at over 100 competitions.*

## CORE RESPONSIBILITIES

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- **Executive Leadership:** Serve as a member of the Executive Leadership Team, providing strategic and operational oversight to SOWI.
- **Financial Leadership:** Responsible for overseeing all accounting and financial reporting functions for a \$6+ million annual budget, ensuring compliance with GAAP and organizational policies. Leads budgeting, forecasting, audit coordination, and financial analysis efforts while providing strategic insights to executive leadership and the Board.
- **Operations Management:** Oversees daily operations of the SOWI Madison office, including vendor relationships, warehouse functions, fleet vehicles, and building security. Manages and updates organizational policies and procedures to ensure operational efficiency and compliance.

- **HR Management:** Manages all human resources functions, including onboarding, performance reviews, benefits administration, and regulatory compliance. Serves as the liaison with external HR partners and ensures policies, such as the Employee Handbook, are current and effectively implemented.
- **IT Management:** Manages IT systems, networks, and security protocols while serving as the primary liaison with external IT support providers. Maintains technology inventory and ensures staff receive necessary support and training to effectively use organizational systems.



*Special Olympics is the leader in research and evaluation to better understand the challenges faced by individuals with intellectual disabilities and the significant impact of Special Olympics on their lives. Our independent research is also a driving force for realizing improved policies, laws, and rights for people with intellectual disabilities around the world.*

## QUALIFICATIONS & EXPERIENCE

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### Experience

- Minimum of 7–10 years of progressive financial and operational leadership experience, preferably in a nonprofit environment.
- Strong knowledge of GAAP and nonprofit accounting standards.
- Demonstrated experience in budgeting, forecasting, and financial analysis.
- Managing audits and ensuring compliance.
- Demonstrated experience in HR, IT, and operations management.
- Proficiency in financial software and Microsoft Office Suite.

### Education

- Bachelor's degree in Accounting (CPA or MBA preferred).



*SOWI athletes playing at a basketball tournament in a Unified Partner gymnasium in Oshkosh.*

## KEY COMPETENCIES

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### **Financial Management**

- Knowledge of general accounting and financial reporting principles
- Experience developing financial statements and reports
- Ability to develop annual budget, monthly forecasts, and financial projections
- Experience leading the annual audit process

### **Strategic Leadership/Team Management**

- Strong analytical, problem-solving and decision-making skills
- Experience participating on the executive leadership team
- Guiding and directing department resources
- Talent and people development

### **Mission Alignment**

- Connection to SOWI/Intellectual Disabilities community
- Commitment to the nonprofit sector

### **Operations Management**

- Experience overseeing day-to-day operations of finance, IT, and HR
- Managing relationships with external vendors and service providers
- Ability to create, manage and update organizational policies and procedures
- Key driver in project management from conception to completion

### **Relationship Building**

- Ability to build trust and consensus amongst all stakeholders
- Experience partnering effectively with sponsors and vendors





*SOWI aims to promote inclusion and acceptance through sports. Focuses on improving the physical fitness, self-esteem, and social skills of athletes.*

## COMPENSATION

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The CFO/COO role includes a compensation range of \$125,000 - \$150,000, a comprehensive benefits package, and unique opportunities to make an impact.

## SPECIAL OLYMPICS WISCONSIN REGION

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The SOWI headquarters is based in Madison, Wisconsin. Candidates are required to be on-site at Madison headquarters frequently.

Madison, Wisconsin is a vibrant and progressive capital city that offers a unique blend of natural beauty, cultural richness, and innovation. Home to the University of Wisconsin–Madison, the city

boasts a youthful energy and a strong focus on education, research, and technology. With a picturesque setting between Lakes Mendota and Monona, Madison offers abundant outdoor recreational opportunities, from kayaking and biking to hiking and winter sports. The city's dynamic arts and music scene, diverse culinary offerings, and commitment to sustainability make it an attractive place to live, work, and explore.

Consistently ranked among the best places to live in the United States, Madison combines small-town charm with big-city amenities. Its strong economy, excellent healthcare systems, and inclusive community contribute to a high quality of life. The city's neighborhoods are known for their distinct character, walkability, and welcoming atmosphere, making Madison a great choice for individuals and families alike. Whether you're drawn by career opportunities, a love of the outdoors, or a sense of community, Madison offers a well-rounded lifestyle in a thriving and forward-thinking environment.

Learn more about Special Olympics Wisconsin:

[Special Olympics Wisconsin website](#)

[Episode of Athlete Voice, recorded live at the 2025 Special Olympics Wisconsin Summer Games](#)

[Story about how Special Olympics Wisconsin changed a life](#)

[Special Olympics Wisconsin Facebook page](#)

## NOMINATION & APPLICATION PROCESS

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The position will remain open until it is filled. Confidential inquiries, nominations, and questions concerning this search may be sent by email. **To be considered for this opportunity, please send your resume with cover letter to:**

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