

## JUMPING MOUSE CHILDREN'S CENTER

Position Title: Development Director  
Department: Admin  
Reports to: Executive Director  
Hours: .7 FTE (28 hours per week)  
Salary: Depending on experience, starting at \$52,000

**Our mission:** Jumping Mouse transforms children's lives by providing expressive mental health therapy for as long as necessary. We nurture each child's healthy development and supportive relationships at home and in the community.

In our Port Townsend based nonprofit agency, as well as our school-based satellites, we provide mental health services for children in Jefferson County, ages 2 to 12. Jumping Mouse takes referrals from a variety of sources in the community, as well as families. More than 80% of Jumping Mouse clients live in low-income households. No child is ever turned away if a family cannot pay for services.

Each employee of Jumping Mouse Children's Center is integral to carrying out the organization's mission and transforming lives in our community. The admin team works in collaboration in a shared office space.

The **Development Director** is responsible for 1) carrying out and implementing a diversified fundraising program; 2) creating and administering annual and multiyear fundraising plans; 3) maximizing contributed revenue from individual donations, corporate gifts, and grants; and 4) ensuring positive relations with supporters of Jumping Mouse.

The Development Director works to integrate effective fundraising and development efforts throughout the organization.

### **General Responsibilities include:**

- Oversees all development activities, including participating in annual planning and budgeting with the Executive Director and Finance Director, special events, donor relations, and correspondence.
- Collaborate with staff and board for storytelling purposes and communicate our goals, mission, vision, successes, and healing with the community.
- Development and retention of individual, corporate, and foundation support.
- Identify and cultivate prospective donors, steward current donors, and solicit support through a variety of methods.
- Perform all grant-seeking functions, including research, writing proposals and reports, etc.
- In collaboration with Executive Director, oversee communications with individual donors, private foundations, and public granting agencies.
- Attend monthly board meetings to report on development activities and results. Staff the "FUNdraising Committee."
- Prepare and release all public relations communication and social media marketing.

- Manage production of the quarterly newsletter.
- Research advancements and changes pertinent to Jumping Mouse's public support needs, mission, and programs.
- Contribute to organizational planning and strategy.
- Coordinate and manage special events.
- Maintain and update donor database, online giving platforms, and website management/support.

**Benefits:**

- Yearly stipend for Professional Development.
- Flexibility in hours and scheduling when possible.
- Up to 3% employer matched retirement benefit.
- Health insurance.
- Flexible vacation/leave policies.

**Qualifications and qualities needed:**

1. Bachelor's degree and minimum of three years' experience in nonprofit, marketing, or advertising and/or training commensurate with fundraising experience in the nonprofit sector.
2. Demonstrated successful fundraising experience with annual and major gifts, planned-giving, grant writing and special events.
3. Excellent writing, communication, and interpersonal skills.
4. Ability to manage several projects simultaneously, while meeting strict deadlines.
5. Strong information technology skills: competence in Microsoft Office and experience operating fundraising databases required.
6. Confidence in discovering new pathways for communication and community engagement.
7. Effectively balance and prioritize needs of donors, staff, board, and clients.
8. Understand storytelling from a holistic and empowering lens.

**Work environment:**

Jumping Mouse provides equal employment opportunities to all employees and applicant for employment without regard to race, color, sex, national origin, age, abilities, and gender. Jumping Mouse Children's Center supports the health, wellbeing, and development of our staff.

Reasonable accommodations may be made to enable individuals with all abilities to fulfil job duties and responsibilities.

This is a general description of the position and may not be an exhaustive list of all duties, responsibilities, and required skills.

We follow the recommendations of Jefferson County Public Health regarding Covid-19 protocols.

**To apply:** Submit your resume and cover letter to [kimberley@jumpingmouse.org](mailto:kimberley@jumpingmouse.org). Please make sure to address any pertinent experience, including professional and person experience that is relevant to this position. Deadline for submittal is October 3, 2022. Screening will begin October 4, 2022.