



Jumping Mouse Children's Center
1809 Sheridan Street
Port Townsend, WA 98368

COMMUNITY RELATIONS COORDINATOR
POSITION ANNOUNCEMENT
June 11, 2026

POSITION OVERVIEW

Jumping Mouse Children's Center (JMCC) seeks a Community Relations Coordinator with general fundraising and nonprofit experience. The Community Relations Coordinator works with the executive director to execute and support JMCC's *relationship-based* approach to fundraising and is responsible for a range of development activities. These development activities include, but are not limited to, grant research, writing, and reporting; donor communications, solicitations, and tracking; and donor information recording, retrieval, and management. The Community Relations Coordinator also works with the executive director to plan, support, and attend occasional and regularly scheduled community relations events and donor meetings. For this reason, the Community Relations Coordinator is expected to live in or near Jefferson County, WA, and be familiar with it as a distinctive place.

The position is up to 32 hours per week with an hourly rate of \$38—\$42 per hour depending on experience. JMCC offers generous medical and PTO benefits with employer paid health insurance premiums. Successful candidates will have a heart for JMCC's mission, broad nonprofit fundraising or like experience, and a genuine interest in fostering relationships in our community in support of JMCC's work with children. The position is located at our Sheridan Street office in Port Townsend.

To apply, please email a cover letter, writing sample, and resume to Nyomi Goeting, Lemolo Bay Advisors, nyomi@lemolobay.com. While applications will be accepted until the position is filled, applications received prior to July 15 will receive priority consideration.

ABOUT JUMPING MOUSE CHILDREN’S CENTER

The purpose of Jumping Mouse Children’s Center (JMCC) is to witness the painful and nonverbal truths that need to be heard and repaired in each child we see: *to see the unseen child*. JMCC’s mission “transforms lives by providing expressive mental health therapy for as long as it takes. We nurture each child’s healthy development and supportive relationships at home and in the community.”

Since 1999, JMCC has provided expressive mental health therapy through our long-term, in-depth play therapy model to some of the youngest and most vulnerable members of Jefferson County, children ages 3-12. In 2025, we saw a total of 81 children and 91 caregivers and conducted 2,165 therapy sessions and 429 caregiver sessions.

To fulfill our mission requires our community, year after year, to renew its charitable commitment to our vision of healthy children, healthy families, and healthy community for all. To date, our community’s commitment has helped us to see over 1,000 children and train over 100 child therapists in our therapeutic model.

JMCC is a Washington State charitable corporation and is recognized by the Internal Revenue Service as a federally exempt, 501(c)3 public charity. The organization has a professional therapy staff of clinicians and supervisors and a small administrative support staff; is co-lead by an executive director and clinic director; and has a seven-member board of directors.

QUALIFICATION CONSIDERATIONS

- **Education & Experience:** A variety of educational and experiential backgrounds could qualify one for this position. Three years’ experience with—and a *genuine interest in*—nonprofit fundraising, or like work, is preferred and supersedes formal educational attainment levels. Education, formal or informal, that has led one to curiosity about others and our world as well as a habit for further learning and understanding, is desired.
- **Communications:** A strong and demonstrable ability to express yourself through written and oral communication to different audiences, including interpersonally, in grant and report writing, and in other forms of written and oral communication with organizational supporters, friends, and advocates.
- **Organization:** Experience with, and a knack for, organizing, executing, and tracking an assorted range of concurrent development projects, including donor communications and solicitations, grant applications, foundation research, grant and project reporting, and events.

- **Technology:** Facility with the suite of Microsoft Office software applications, especially Excel and Word, Customer Relations Management fundraising platforms, and fundraising research databases such as Foundation Directory and Wealth Engine.
- **Habits & Skills:** An ability to work congenially with others and, at the same time, independently, is important. The nature of the position rewards those with strong organizational skills and the ability to at once seek guidance from others while also anticipating, discovering, and solving problems independently. Finally, the community relationship aspects of this position are best fulfilled by those who have a genuine curiosity, interest, and empathy for others.

HOW TO APPLY

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Jumping Mouse Children’s Center (JMCC) Equal Employment Opportunity Policy

JMCC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, pregnancy status, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.