



Position title: Development Manager

Hours: 26 hours/week

Salary: Non-exempt position. 27,000-29,800 annually, depending on experience

Location: Port Townsend, WA

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.

Jumping Mouse Children's Center is a Port Townsend nonprofit agency that provides mental health services for the children of Jefferson County, ages 2 to 12. The organization's name is derived from a Native American myth and reflects the healing and hope possible through long-term creative therapy.

Children receive therapy at Jumping Mouse for a variety of reasons, generally when the family has experienced trauma and the young child is deeply affected. Jumping Mouse works with children referred from teachers, healthcare providers, domestic violence/sexual assault advocates, and child protection workers, as well as families. More than 80% of Jumping Mouse clients live in low-income households. No child is ever turned away because his or her 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 **Development Manager** is responsible for 1) maintaining and implementing a diversified fundraising program; 2) 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 Manager works with the Executive Director to establish the structure for effective fundraising, integrating development efforts throughout the organization.

Specific duties include:

- Work with Executive Director to oversee development and retention of individual, corporate, and foundation support.
- Collaboratively develop and implement fundraising goals and strategies, as part of annual and multi-year budgets.

- Support the annual budget setting process by working with core team members to develop program and project budgets.
- Perform all grant seeking functions, including research, writing proposals and reports, etc.
- Identify and cultivate prospective donors, steward current donors, and solicit support through a variety of methods.
- Maintain communications with individual donors, private foundations, and public granting agencies.
- Attend monthly board meetings to report on contributed revenue and development activities and results.
- Prepare and release all public relations communication materials.
- Manage production of biannual 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.
- Other duties as needed.

Qualifications and qualities preferred:

1. Bachelor's degree or an equivalent combination of education, training, and relevant work experience.
2. Minimum of two years' experience in nonprofit or corporate organization, with demonstrated capability in creating and implementing sustained resource development strategies.
3. Demonstrated successful fundraising experience.
4. Excellent writing, communication, and interpersonal skills.
5. Ability to manage several projects simultaneously, while meeting strict deadlines.
6. Strong information technology skills; competence in Microsoft Office. Experience operating fundraising databases preferred.