



## **DIRECTOR OF DEVELOPMENT**

The Janet S. Munt Family Room is a Parent Child Center located in the old north end of Burlington in Chittenden County. Our Mission is to provide a space that builds healthy, connected communities by supporting families and young children. Our vision is that every family is connected, healthy, and strong. We are a leader in fostering community and accompanying families as they realize their potential.

We are seeking a Director of Development to help us advance our mission through strategic fundraising, grant writing and building strong donor relationships and community partnerships. Responsibilities include preparing and developing an annual fundraising plan, donor research and management, planning and implementing fundraising events.

The ideal candidate will have a minimum of three years experience in nonprofit development and fundraising. Must have excellent verbal and written communication skills; the ability to create, plan and execute a fundraising strategy; and have proficiency in donor database management. Working knowledge of Facebook, Instagram and other social media platforms is strongly desired.

As the inaugural Director of Development, this is an excellent opportunity to join a high functioning, committed team, build a strong fundraising program, advance the Family Room's Mission, and have lasting community impact.

This position is full time. The salary offered will fall between \$55,000 and \$65,000 and be commensurate with the candidate's experience. Benefits packages are available.

### **How to apply**

Please send a detailed, personalized cover letter and resume to our Executive Director, Josh Miller at [janetsmuntfamilyroom@gmail.com](mailto:janetsmuntfamilyroom@gmail.com). Applications will be accepted until the position is filled.

The Janet S. Munt Family Room is an Equal Opportunity employer