



DIRECTOR OF DEVELOPMENT

About Position

The Janet S. Munt Family Room is located in the old north end of Burlington in Chittenden County. The Family Room is a Parent Child Center that supports young children and their families and helps the community to become healthier and stronger.

We are seeking a Director of Development to support our community-focused Family Room programs. Responsibilities will include preparing and developing an annual fundraising plan, donor research and management, planning and implementing special fundraising events.

The ideal candidate will have a minimum of three years experience in nonprofit organization development and fundraising. Have excellent verbal, written and general communication skills applied to fundraising, communications, grant writing, and related public speaking. Will have working knowledge of social media platforms. Will have the time management and problem-solving skills necessary to perform key tasks.

This person will be someone who is excited about the Family Room's mission as a Parent Child Center, enjoys building relationships, is highly organized, and able to work independently.

This position is 30 hours per week. The salary offered will be \$ 30 per hour and a benefits package available.

How to apply

Please send a detailed, personalized cover letter and resume to our Executive Director Josh Miller at josh@thefamilyroomvt.org. Applications will be accepted until April 15, 2022.

The Janet S. Munt Family Room values all members of our community. We seek to create an environment that respects and honors the diversity of individuals and their unique contributions to our mission. Many of our programs serve diverse children and families. The Family Room is dedicated to supporting the effective resolution of diversity, equity, and inclusion concerns. We have a Diversity, Equity and Inclusion (DEI) committee. Our DEI community recently held a workshop to build inclusive practices for our staff, and we continue to explore ways to make The Family Room more inclusive.