



Location:
Seattle, WA

Posting Date:
June 1

Start Date:
Ideally 9/1 - 9/15

Salary:
\$60,000 - \$80,000
Dependent on 3/4 or full
time

Co-Director, Business and Fund Development

Have mindfulness practices been transformative in your life, like they have been in ours? Are you interested in joyfully impacting our youth and school communities with these practices? Do you have a playful, innovative, entrepreneurial spirit? Are you interested in being part of a collaborative team in a supportive environment? Do you have experience working in a non-profit and love raising money for causes you care about deeply? Are creativity, networking, systems, and details your jam? If so, please consider applying to be the 4th Co-Director at Space Between!

About Space Between

Space Between is a registered 501(c)(3) non-profit organization. Our mission is to facilitate human and school transformation through mindfulness practices. We envision that all students are well and whole. Our core values are alignment, authenticity, and connection and we hold all our work accountable to these values! Our mindfulness practice programs are based on research, and are carefully designed to reduce stress and promote resilience, awareness, compassion, and connection. Our budget for the 2022-2023 school year will be approximately \$375,000. About 40% of our budget is from earned revenue and 60% from raised funds.

Space Between was founded in late 2016, beginning with collaborating with educators in one alternative high school and in four classrooms in an elementary school. Our organization has steadily grown and we currently have collaborative partnerships with nine schools. We teach weekly mindfulness lessons in classrooms, provide professional learning workshops for educators, and workshops for parents/guardians. Outside of our school partnerships, we work with community-based organizations to offer workshops (i.e. Introduction to Mindfulness, More Than Being Calm: Mindfulness for Implicit Bias), intensives (i.e. retreats, Tools for Teens, Teens: Their Brains on Mindfulness), and special events (i.e. assemblies, family teas).

[Apply Now](#)



Why Space Between

Given the increasing concerns of stress and mental health needs among students and educators, our programs teach mindfulness practices as foundational tools for resilience and well-being. Practices such as present moment awareness, compassion, curiosity, and gratitude, provide students with essential social emotional learning skills.

We believe in the transformative power of mindfulness practices for whole communities. Our approach focuses on the entire school community - the students, plus the teachers, school staff, parents, and guardians. Space Between is the only Seattle Public Schools non-profit partner with a singular purpose of cultivating integration and wholeness for school-aged youth and their connected adults through trauma-informed, mindfulness practices.

We want all students to feel well and whole. Our goal is to expand our programming over the next five years, increasing the depth and breadth of our reach, advocating for mindfulness in education in Washington, and teaching mindfulness practices to more people.

Our mindfulness programs are trauma-sensitive, grounded in research, and responsive to the needs of the communities we serve. Our programming is relevant, accessible and effective. Evaluation data from our students, classroom teachers, and workshops participants indicates that our programming is supportive and transformative.

“
We love having you as part of our class, and students look forward to seeing you every week. During our reflection circle, students often say that seeing you was their highlight from the day. Thank you for all your expertise and guidance!
- Teacher

“
Mindfulness is my calm and kind space. - 3rd grade student

Mindfulness taught me how to be more kind and has helped me focus. - 5th grade student



Our Team

Our team is small and mighty - currently a group of three Co-Directors and several contractors. We value authenticity, playfulness, and connection, and we love our work. With a foundation of mindfulness, we practice with each other and approach everything we do with a mindfulness lens - this includes intentional self-reflection for personal and professional growth.

The Business and Fund Development Co-Director would serve on a leadership team of four co-directors, working closely with this team to execute the vision and mission of the organization. As the leaders of the organization, we work together to achieve our goals and execute our strategies.

Although you will be within commuting distance to Seattle, WA, our ideal Co-Director thrives while working remotely, traveling to partners, funders and schools or for meetings as needed. Space Between does not have an office and holds its weekly staff meetings at the home of one of the Co-Directors. The Space Between team thrives in collaboration but also works individually toward our strategic goals.

2022 Strategic Framework

- STRATEGY I** Champion mindfulness as a path for healing and wholeness.
- STRATEGY II** Increase our internal capacity and organizational infrastructure.
- STRATEGY III** Expand the breadth and depth of our reach.
- STRATEGY IV** Take risks and innovate across programs and partnerships.

About The Role

As a member of the Space Between team, the Business and Fund Development Co-Director will play a key role in growing and expanding our program's reach through business development (earned revenue) and more traditional fundraising efforts with a focus on institutional and individual giving. This role will co-execute the vision and mission of the organization and advocate for mindfulness in schools and the community. Specific responsibilities of the role include:

Fund Development:

- Developing and refining our existing fundraising plan (FY23 fundraising goal is approximately \$230,000) and collaborating with other Co-Directors to execute the plan.
- Identifying, cultivating, soliciting, and stewarding annual and major donors to create a sustainable and growing individual donor community.
- Setting grant strategy and working with the grant writer on grant funding proposals and reports.
- Planning and executing Space Between fundraising events (Fall fundraiser, Give BIG in May, end of year ask).
- Establishing or refining systems and practices to support fund development.
- Building a corporate giving and sponsorship program.
- Liaising with volunteers and board members on the fundraising committee.
- Training and engaging the board in fundraising best practices for boards.

Business Development:

- Telling the story of Space Between in the community to build partnerships.
- Creating new relationships with school and community partners.
- Maintaining and deepening relationship with current school partners.

Execute strategy and goals of the organization in collaboration with the other Co-Directors.



The Ideal Candidate

We seek a skilled and passionate fundraising professional with at least five years of demonstrated success in a growing organization. An equal amount of experience in business development and customer relationship management for socially conscious small businesses would also be useful. The ideal candidate has an established mindfulness practice, is excited to be part of a shared leadership team with a collaborative decision making and operating model, has an entrepreneurial spirit, and demonstrates flexibility and a willingness to learn. They are interested in and prepared to grow an organization and execute on a bold strategic framework. Candidates should demonstrate a commitment to equity and racial-justice work and hold a deep belief in the power of mindfulness to transform. Complementary to the above, the ideal candidate believes that joy is an essential part of a healthy work environment.

Desired qualities:

We seek a strong complement of the skills and experiences listed below. We encourage applicants to apply even if they have some, though not all, of the following qualifications:

- Takes initiative, is creative and a self-starter.
- Has experience working in a non-profit organization, specifically with fund development and raising money through multiple sources - earned revenue, individuals, foundations, corporations, and government.
- Is familiar with the public school system.
- Is naturally organized and creates systems easily, managing multiple projects with ease.
- Has strong written and interpersonal communication and listening skills and is a bold connector/networker.
- Can build and maintain relationships with school partners, community partners, and stakeholders.
- Has strong technology skills, particularly in relation to fundraising databases, and with proficiency in programs such as Excel, Google Apps, database programs.
- Has the ability and desire to learn, be trained in, and approach things in the way of Space Between.
- Demonstrates self-awareness in terms of understanding their own culture, identity, biases, prejudices, power, privilege, emotions, tendencies, and stereotypes.
- Has a combination of life or work experience and/or training in anti-racism, equity work.
- Is integrated into or representative of the communities that we primarily serve (South Seattle).

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We recognize that experience can be gained in a variety of ways: lived, professional, volunteer and other experience. We thoroughly look through cover letters and resumes in order to qualify candidates for our open positions.

If you are interested in this position, but think you may not meet all the above criteria, please do apply!



Compensation and Benefits

This is a $\frac{3}{4}$ time to full time role (30-40 hours/week). Please indicate in your cover letter your ideal number of hours a week. Salary is \$60,000 - \$80,000, depending on agreed upon schedule. Work primarily will be completed during regular business hours, with some flexibility to work on your own schedule, and some evening and weekend work.

Space Between offers a salary package that includes Medical and Dental benefits. As we grow, we will increase other benefits such as a retirement plan. Employees receive time off for holidays, plus flexible PTO days. Space Between Co-Directors work together to plan time off.

Space Between is a Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, religion, sex, gender, gender identity or expression, sexual orientation, national origin, political ideology, age, veteran status, the presence of any sensory, mental, or physical disability, or any other characteristic prohibited by law.

Application Guidelines/How to Apply

Fully complete and submit the [online application form](#), and attach a cover letter and your resume. In your cover letter please describe as specifically as you can how your experience, interests, and values are a fit with Space Between's goals, mission, and vision as described in this announcement.

Applications will be accepted until July 15. Please email kim@spacebetween.community or call 206-372-1680 if you have questions about applying.

Space Between strongly values equity, diversity and inclusion. We are dedicated to building a culturally diverse team committed to working in a multicultural environment. **We strongly encourage applicants of color to apply.**