



# JILL MCFARLANE

## PERSONAL BACKGROUND

I am a detail oriented, strong communicator, community advocate, hard working individual with a diverse background of skills. I am very outgoing and excellent at building relationships. I find it easy to connect across varying demographics. I have excellent public speaking skills.

## HOBBIES AND INTERESTS

I am an avid outdoors person who takes advantage of all the natural beauty the inland northwest has to offer. I am a self taught printmaking and watercolor artist who is actively involved in the local arts community. I also enjoy playing the ukulele and singing in my free time.

## CONTACT ME.

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Coeur d'Alene, ID 83815

## CAREER BACKGROUND

### Development Officer

*Spokane HOPE-Center for Deaf and Hard of Hearing Children  
June 2023-present*

--Responsible for implementation of the organizations development plan which includes event planning, marketing, donor stewardship, recruitment, and cultivation.

### Arts Director

*Sorensen Elementary School / August 2019- May 2023*

--Arts administration for an arts magnet elementary school. This includes management of an artist-in-residence program, planning multiple school wide events, community relations, grant writing and fundraising.

--This position acts as a bridge between the school and the many community resources. I work to create shared and meaningful art experiences for students and community members.

### Bookkeeper/Business Owner

*Coeur D'Alene Idaho 2011 - 2018*

- Opened two quick service restaurants  
--Managed budget, payroll, and bookkeeping duties for the restaurants with over 60 employees.

### Community Development Director

*Kootenai Environmental Alliance |October 2017-2019*

- Planned and organized events including Junk2Funk eco-fashion show, annual meetings, informational speakers, fundraising gala, summer art camp and Earth Day CDA.

-Grant writing, social media, and communication

### Prevention and Intervention Specialist

*Lake City High School |2013-2014*

-Provided one-on-one counseling, group facilitation and educational classes to struggling students

- Oversaw and managed all aspects of a peer mentor program consisting of 60 student mentors

-Organized student events and served as the Idaho Drug Free Youth adviser and anti-bullying trainer

### Center Director

*Hope Resource Center, Kalispell MT | 2005-2007*

-Managed, trained, and evaluated approximately 30 volunteers

-Assisted in planing fundraising events, composing and distributing quarterly newsletters

-Supervised daily operations of a center serving needy families through referrals, education, and support

### Volunteer Coordinator

*Denver Rescue Mission|2003-2005*

-Screened, interviewed, and placed volunteers that assisted the homeless shelter

## ACADEMIC BACKGROUND

*Bachelor of Arts in Psychology | 1999 - 2003*