



POSITION DESCRIPTION

TITLE:	Development Director
REPORTS TO:	Executive Director
STATUS:	Full Time, Exempt
SALARY:	\$70,000-\$80,000 Dependent On Experience
BENEFITS:	Health and Dental, 403B with 3-4.5% Match, Short and Long-term Disability Insurance, Life and AD&D Insurance, Generous Paid Time Off (Vacation, Sick Leave, and Holidays), Dependent Care Assistance Plan, Health Savings Account
START DATE:	April 1 or Earlier Preferred
APPLICATION DEADLINE:	February 19 - Early Application Preferred
APPLICATION PROCESS:	Please no phone inquiries. Additional information available at www.thornenature.org . Questions regarding the position can be directed to stephanie@thornenature.org and will be responded to within 3 business days. To apply, please submit a cover letter and resume to stephanie@thornenature.org .

Thorne Mission and History:

Thorne Nature Experience is a non-profit organization whose mission is to build Earth stewardship by providing all youth with joyful, hands-on, place-based environmental education experiences that foster an emotional connection to nature. Founded in 1954, Thorne has a rich history and has reached more than 300,000 children through its Summer Camp, School Year (Pre-K and Elementary), and Nature for All Programs.

Expectation for All Employees:

Support the Thorne mission and exhibit a commitment to:

- Working collaboratively, with integrity and respect for fellow employees, associates, and our community.
- Embracing personal responsibility and accountability for your job.

Job Purpose:

The Development Director works collaboratively with Thorne's Executive Director to develop and implement a strategic plan to raise funds for Thorne.

Position Overview:

The Development Director is a leadership position focused on the strategic direction, growth, and overall management of the development department. This includes development and implementation of the annual fundraising plan, donor relations, individual giving, business partnerships (gifts and in-kind contributions), foundation philanthropy, grant writing, special events, reporting, and community outreach to meet revenue goals and promote the organizational mission.

A successful Development Director is an autonomous worker, detail and goal oriented, with demonstrated skill in relationship building, project support, information management, and verbal and written communication. She/he/they will work in collaboration with the Executive Director and Board to increase annual revenue in support of expanded programming and mission impact as called for within Thorne's new and ambitious strategic plan.

The ultimate goal is to help donors fulfill their passions and interests in providing joyful, hands on nature experiences to build the next generation of Earth stewards through their giving to Thorne.

Desired Outcomes:

- Successful design and execution of annual fundraising plan
- Increased number of corporate and foundation donors and advancement of current donors to higher giving levels
- Development and implementation of a sophisticated individual giving program resulting in a significant increase membership and major gift donations
- Demonstrated leadership and engagement as member of Thorne's Senior Leadership Team
- Strong relationships with Board Members and collaboration on fundraising efforts

Required Education/Experience:

- Bachelor's degree; at least 5 years of documented professional experience directly related to the duties and responsibilities specified. Executive-level private sector sales with extensive nonprofit board-level experience would also be considered.

Required Skills and Abilities:

- Demonstrated ability to cultivate and expand donor relationships
- Excellent organizational skills and ability to handle multiple tasks and roles, patiently and professionally in a time-sensitive environment
- Acute attention to detail
- Ability to communicate effectively with multiple audiences ranging from Thorne Staff and Board and volunteers to corporate, foundation, and individual donors and community partners and parents and children
- Effective at working with people of diverse backgrounds and levels of experience
- Capable of working as a member of a team and independently
- Excellent proofreading and writing skills
- Proficient with MS Office Suite and donor management software

Preferred Skills and Abilities:

- Spanish language skills

Desired Behavioral Traits and Attitudes:

Leader, team player, detail-oriented, results-oriented, organized, responsive, creative, resourceful, critical thinker, fun, outgoing, and self-motivated. Passionate about Thorne's mission and environmentally concerned and aware.

Job Interrelationships:

- Thorne Staff
- Thorne Board of Trustees
- Key Funders and Partners
- Key Customers and Vendors

Special Requirements:

Some weekend and evening hours are required. Must be able to pass a comprehensive background check.

Inclusiveness Statement:

Thorne believes that, to remain relevant as an organization and ensure access to joyful, hands-on, place-based Environmental Education experiences for all youth, its programs, leadership, and participants must reflect the range of diversity, culture, and unique differences in our community.

Anti-Discrimination Statement:

Thorne Nature Experience is an equal opportunity organization. Thorne Nature Experience does not discriminate on the basis of race, color, religion (creed), gender, age, national origin (ancestry), physical or mental disability, marital status, sexual orientation, gender variance or expression, or military status, in any of its activities or operations. This Anti-Discrimination Policy applies to, but is not limited to, hiring and firing of staff, selection of volunteers, selection of Board Members, selection of vendors, and provision of services.