



## POSITION DESCRIPTION

<b>TITLE:</b>	Development Manager
<b>REPORTS TO:</b>	Development Director
<b>STATUS:</b>	Full Time, Exempt
<b>SALARY:</b>	\$45,000 - \$55,000
<b>BENEFITS:</b>	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
<b>START DATE:</b>	January 2, 2022
<b>APPLICATION DEADLINE:</b>	Open Until Filled
<b>APPLICATION PROCESS:</b>	Please no phone inquiries. Additional information available at <a href="http://www.thornenature.org">www.thornenature.org</a> . Questions regarding the position can be directed to <a href="mailto:caitie@thornenature.org">caitie@thornenature.org</a> and will be responded to within 3 business days. To apply, please submit a cover letter and resume to <a href="mailto:caitie@thornenature.org">caitie@thornenature.org</a> .

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### 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 Manager works with Thorne's Development Director to create and implement all strategic fundraising campaigns.

### Position Overview:

The Development Manager fills a critical role of strategically managing Thorne's individual donor campaigns (membership and annual fund) and aiding with the planning and execution of all fundraising events. He/she/they also assists with other development activities to help the organization meet its revenue goals and access the resources necessary to fulfill its mission.

A successful Development Manager 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 Development Director to increase annual revenue in support of expanded programming and mission impact as called for within Thorne's new and ambitious strategic plan.

The 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 management and implementation of annual giving and membership campaigns.
- Maintaining a donor database and executing prompt acknowledgements of donations.
- Researching donor prospects and maintaining a donor prospect list.
- Assisting with planning and execution of all fundraising events.
- Other responsibilities as assigned.

**Required Education/Experience:**

- Bachelor's degree; at least 3 years of documented professional experience directly related to the duties and responsibilities specified.

**Required Skills and Abilities:**

- Excellent organizational skills and ability to handle multiple tasks and roles, patiently and professionally in a time-sensitive environment
- Ability to exercise independent judgment and take initiative
- Acute attention to detail
- 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:**

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.

**Equitable Recruiting Policy Statement:**

Our goal is to increase diversity amongst our staff at Thorne. We do so by providing equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation or any other protected characteristic. It is the policy at Thorne to attempt to reach diverse pools of applicants throughout the hiring process by following the Equitable Recruiting Procedure.