



## POSITION DESCRIPTION

<b>TITLE:</b>	Senior Individual Giving Manager
<b>REPORTS TO:</b>	Development Director
<b>STATUS:</b>	Full Time, Exempt
<b>SALARY:</b>	\$55,000 to \$65,000, Dependent on Experience
<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 Senior Individual Giving Manager works collaboratively with Thorne's Development Director to create and implement individual fundraising strategies to increase individual giving in support of expanded programming and mission impact as called for within Thorne's new and ambitious strategic plan.

### Position Overview:

The Senior Individual Giving Manager will lead Thorne's individual giving programs including membership, a portfolio of donors with significant giving potential and fundraising events. This role identifies, cultivates, solicits, and stewards individual and major donor prospects and donors with an emphasis on new donor development and advancement of current donors to higher giving levels. This role provides excellent relationship management and customer service to current and prospective donors, including regular written communications, individual outreach, and timely responsiveness to requests and inquiries. They are responsible for planning and making strategic calls, visits, and other engagements, resulting in opportunities for continued and increased giving.

This person will work closely with the Development Director to increase annual revenue from individuals in support of the organization's annual fundraising plan. The benefit of this position will be the satisfaction of helping donors fulfill their passions and interests through their giving to Thorne.

### Desired Outcomes:

- Successful design and execution of annual individual fundraising plan
- Increased number of individual donors and advancement of current donors to higher giving levels with specific attention toward growing Thorne's major gifts program
- Fun and engaging donor events, including Thorne's annual fundraiser, that results in meaningful connection with key donors and supporters and introduces new donors to Thorne.

**Required Education/Experience:**

- Bachelor's degree or 5-7 years of successful non-profit fund development experience is required and major gift fundraising preferred

**Required Skills and Abilities:**

- Demonstrated ability to cultivate and expand donor relationships
- Exceptional communication skills, both verbally and in written, across multiple audiences ranging from Staff and Board and volunteers to donors, community partners and parents and children
- Excellent organizational skills and ability to handle multiple tasks and roles, patiently and professionally in a time-sensitive environment with 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
- Proficient with MS Office Suite and experience with 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.

**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.