



## JOB POSTING

**Job Title:** Development Coordinator  
**Reports to:** Development Director  
**Job Status:** Full time non-exempt (30-32 hours per week)  
**Salary:** \$34-37 per hour (approx. \$55,000-60,000 per year)

### Additional Compensation:

- Additional bicultural competence compensation is provided for bicultural employees with Latino/a/x cultural competence (up to 10% of Base Salary)
- Seniority Pay (up to 5% of Base)
- Performance Bonus (up to 10% of Base)

### Benefits Package:

100% Employer Paid Health Insurance (w/ Plan Choice); HSA Contribution w/ Selection of Qualified High Deductible Health Plan; 100% Employer Paid Dental Insurance; 403B (3-6% employer match based on tenure); Short and Long-term Disability Insurance; Life and AD&D Insurance; Generous Paid Vacation (16-20 days based on tenure), Sick Leave (6 days) and Holidays (11 days) with option to take additional Unpaid Leave with advance notice (up to 20 days); Training and Development Budget; Flexible Work Schedule and Hybrid Work Options; Dependent Care Assistance Plan; Generous Discounts and Credits on Thorne Programs for Dependents; and Outdoor Industry Pro Deals.

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**Job Purpose:** The Development Coordinator fills a critical role of development administration, prospect research, support of solicitation and stewardship cycles and aiding with the planning and execution of all fundraising events. They also assist with other development activities to help the organization meet its revenue goals and access the resources necessary to fulfill its mission.

A successful Development Coordinator is an autonomous worker, detail and goal oriented, with demonstrated skill in project support, information management, and verbal and written communication. 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.

**Culture Statement:** At Thorne, we are passionate about connecting youth to nature and building the next generation of Earth stewards. Our commitment to being leaders in our field, working collaboratively, cultivating joy, and ensuring inclusivity and justice enable Thorne Nature Experience and our staff, our community, and our planet to thrive together.

**Principal Responsibilities:**

- Manage the timely acknowledgement of gifts and assure that all types of donations are properly documented
- Ensure data integrity through accurate data entry and ongoing clean-up efforts
- Prepare accurate research on prospects and assemble materials for cultivation and solicitation visits
- Assisting with writing and editing appeals, acknowledgements, reports, and proposals
- Assisting with direct mail campaigns
- Assist with social media content creation, collaborating with Marketing Manager to incorporate posts into overall strategy
- Coordinate the production and distribution of recurring appeals and stewardship materials
- Collaborate with various departments to assist in the planning and execution of special events
- Other duties as assigned, including but not limited to supporting internal Thorne events and support writing and managing grant applications

**Job Interrelationships:**

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

**Desired Skills and Abilities:**

Thorne recognizes that there are many paths to building professional skills and that not all applicants will have experience with every item listed. Passionate individuals who do not meet all these criteria are strongly encouraged to apply.

A successful candidate has all or most of the following attributes: Collaborative detail-oriented, goal-oriented, organized, responsive, creative, resourceful, critical thinker, fun, outgoing, and self-motivated. Passionate about Thorne's mission, and environmentally concerned and aware.

**Minimum Qualifications:**

- 2-4 years of documented professional experience directly related to the duties and responsibilities specified.
- Spanish language proficiency is not a requirement, but candidates who are bi-lingual are strongly encouraged to apply.
- Experience with MailChimp, social media platforms, and basic design proficiency in Canva preferred.

**Special Requirements:**

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

**Working Conditions:**

- Nearly always work indoors at a desk on a laptop, some outdoor event support
- May be exposed to loud sounds and distracting noise levels, such as office equipment or other staff.
- Hybrid work options are available

**Accommodations:** Reasonable accommodation will be made to enable qualified individuals with disabilities to perform the essential functions of this position. Thorne Nature Experience is committed to increasing diversity on its team, we encourage all interested candidates to apply.

**The 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 communities. Embracing personal responsibility and accountability for your job.

**Equitable Recruiting Policy Statement:** Thorne has a stated goal to increase diversity amongst its staff. It is the policy at Thorne to attempt to reach diverse pools of applicants throughout the hiring process by following its Equitable Recruiting Procedure. Additionally, whenever possible Thorne strives to remove any barriers that could exist to being employed at Thorne, especially if those barriers are the result of race, color, religion, sex, national origin, age, disability, marital status, veteran status, or sexual orientation.

**Thorne Mission and History:** Thorne Nature Experience is a non-profit organization committed to building Earth stewardship by providing 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 375,000 children and adults through its core programs which include Summer Camp, School Programs, Early Childhood Education, and NATURE FOR ALL.

**HOW TO APPLY**

**Application Deadline:**

Position is open until filled. We will review applications on a rolling basis and will begin contacting applicants for interviews as they come in starting on 04/05/2024.

**Start Date:** April 2024

**Application Process:** To apply, please submit a letter of interest and resume to [sandra@thornenature.org](mailto:sandra@thornenature.org) and include the title of the position you are applying for in the subject line.

**Please visit our website, [www.thornenature.org](http://www.thornenature.org) for more information about our organization.**