

## Overview

Thornwell is a diverse, non-profit ministry serving children and families across Florida, Georgia, and South Carolina with a family-centered continuum of care.

For more than 145 years, Thornwell has met the call to care for and support children and families in need. Today, the same spirit that guided our Founder to create a home for orphans now provides hope and healing for some of society's most vulnerable. We believe in a world where everyone belongs to a thriving family, and this belief guides everything we do to heal and build up children and families.

Thornwell's mission to prevent child abuse and neglect, build up and reunite families, and strengthen healthy communities in the name of Jesus Christ is carried out daily by its Board of Trustees and staff. This mission comes to life on Thornwell's residential foster care and educational campus in Clinton, South Carolina, throughout the Upstate of South Carolina with foster care services, and across Florida, Georgia, and South Carolina where evidence-based programs are offered by Master's level, licensed therapists who partner with children and families to give them the tools they need to build healthy relationships and strong bonds for the future. Thornwell's offerings align with State and Federal guidelines and are designed to empower children and families to live their best lives.

We desire professional and deeply committed, ministry-minded people who believe in accepting the challenge of working with children and families from hard places. If you are interested in serving God by serving children and families, we invite you to apply.

We are seeking a Stewardship and Prospect Research Manager to lead the development and execution of short and long-term planning for the areas of prospect identification, prospect research and donor stewardship.

The Stewardship and Prospect Research Manager will work in collaboration with the Thornwell advancement team to identify and engage new and current individual, corporate and foundation supporters to make their most meaningful and generous gifts.

## Core Responsibilities

- Researches, organizes, and evaluates prospective donor's financial capacity, ability to give, charitable interests and connection to the work of Thornwell.
- Responsible for driving and maintaining data analytics as it pertains to prospect discovery and evaluation.
- Supports advancement staff in the implementation of the strategic vision for stewardship.
- Uncover current donors who are prospects for gift upgrades and expanded project support.
- Use tools to provide analysis, benchmarking, forecasting of Thornwell's ability to meet fundraising goals.

- Work closely with advancement leadership to brainstorm and further implement the innovative and personalized stewardship communications and experiences.
- Prepares prospect briefings for the use of the advancement team, including giving history and patterns, suggested gift amounts and formulating ask strategies.
- May provide general support to Director of Annual fund Operations and work on special projects as needed. Perform any other job-related duties as assigned by the Director of Annual Fund Operations.

### **Qualifications**

- Bachelor's degree or combination of education, training, and relevant experience.
- Three to five years of donor development or prospect research experience as well as five years of experience working in the non-profit sector.
- Demonstrated skills, knowledge, and experience in best practices of prospect research and donor stewardship.
- Excellent written, verbal, oral and interpersonal skills that can convey impact and gratitude to donors and informs front line fundraisers with summarized philanthropic assessments.
- Demonstrated proficiency with Bloomerang and/or database systems, Donor Search or other wealth screening and other prospect research tools.

### **Skills**

- Clear, concise, and compelling writing style required with good verbal communication/presentation and interpersonal skills; close attention to detail; strong strategic, analytic and organizational skills.
- Ability to be discreet with personal and often confidential donor details.
- Flexible and a self-starter; able to manage multiple concurrent projects while also being highly detail-oriented with an attention to quality.

### **Working Conditions**

The Stewardship and Prospect Manager position involves sitting for extended periods of time. Required to work daytime, and occasional evening and weekend hours.

### **Benefits and Perks**

Thornwell offers competitive salaries and benefits for qualifying full-time employees including health insurance, free dental/eye coverage, a 403b retirement plan with current employer contribution of 4% with up to an additional 3% match, remote positions, continuous training and development opportunities, and a culture of appreciation that fosters the positive strengths and potential of our team members.



Thornwell is an independent non-profit religious organization affiliated with the Presbyterian Church (U.S.A.) that prefers to employ individuals who share Christian values and who possess a Christian commitment for children and families in need.