



Thomas More
SOCIETY

Position Title: Development Associate

Reports to: Executive Vice President & Chief Operating Officer

Mission Statement: Thomas More Society (TMS) is a not-for-profit, national public interest law firm dedicated to restoring respect in law for life, family, and freedom. Based in Chicago, Thomas More Society defends and fosters support for these causes by providing high quality pro-bono legal services from local trial courts all the way to the United States Supreme Court.

Logistics: Position will be located on-site at the TMS Headquarters in downtown Chicago.

Position Summary: The Development Associate will steward and develop current mid-level donors. The Development Associate will also review top major gift prospects and offer research support to Development Directors. In some cases, the Development Associate will contribute to marketing collateral through writing and assisting in the creation of development materials in support of the TMS mission.

Responsibilities:

- Retain and develop mid-level donors through phone conversations and digital communications. Systematically develop, maintain, and cultivate relationships with these donors while qualifying for new major gifts.
- Execute stewardship efforts to strengthen relationships with mid-level donors to include written communications and reporting.
- Maintain accurate data on donors and donor interactions to improve Thomas More Society knowledge of donor base and develop stronger relationships with donors to grow financial support both now and in the future.
- Support Development Directors through research and analysis of best major gift prospects.
- Contribute to marketing collateral through writing and assisting in the creation of development materials in support of Thomas More Society's mission.

Experience and Skill Requirements:

- Bachelor's degree preferred.
- Must have excellent writing and speaking skills.
- A spirit of empathy and optimism when interacting with current and potential donors.
- Creative thinker and self-starter with ambition to grow major gift donors.
- Database management skills — DonorPerfect preferred.

Mission Requirements:

- Supportive of TMS positions on life, family, and freedom.
- Active faith life in accord with Christian teachings.