Position Title:  Philanthropy Director — Northeast

Reports To:  Director of Philanthropy

Mission Statement: The 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, the 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: Remote positions available based in the Northeast.

Position Summary: The Philanthropy Director will engage in and be responsible for all aspects of the philanthropic cycle such as a portfolio of prospects/donors including identification, cultivation, solicitation, acknowledgement, partnership, and stewardship to contribute to the overall TMS philanthropic goals. The Philanthropy Director of the Northeast region will oversee the following states: WV, VA, MD, DE, PA, NJ, CT, MA, NY, VT, RI, NH, and ME.

Responsibilities:

- Supports the Director of Philanthropy with the overall philanthropy strategy for TMS fundraising efforts by designing, implementing, evaluating, and refining the major gifts program for gifts $5,000 and above.
- Actively manage a portfolio of approximately 200 prospects/donors.
- Create Moves Management strategies to identify, qualify, cultivate, solicit, and steward prospects/donors.
- Ensure consistent and appropriate contact, facilitate, or make solicitations, and ensure effective stewardship.
• Assist in identification and qualification of new prospects and donors in assigned region.
• Coordinate virtual and in-person meetings to cultivate donor and prospect relationships.
• Collaborate with Philanthropy Team on appeals and giving campaigns.
• Prepare written materials such as proposals, solicitations, reports, and appeal letters.
• Record and report key metrics through use of internal tracking systems.

**Experience and Skill Requirements:**

• Proven fundraising track record with demonstrated ability in securing major gifts from individuals, corporations, foundations, and other private funding sources.
• Skilled in planning and implementing long and short-range philanthropy initiatives in conjunction with strategic planning processes.
• Exceptional interpersonal skills and the ability to interact effectively with prospects, donors, and/or volunteers in a wide range of roles.
• Highly developed verbal and written communication skills and the ability to present effectively to small and large groups.
• Bachelor’s degree and/or CFRE preferred.
• Minimum three (3) years of fundraising or sales experience.
• Experience managing a donor pipeline; familiarity with fundraising software and database(s) a plus.
• Database management skills — DonorPerfect preferred.

**Mission Requirements:**

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