

**Development Associate, Donor Relations**



**Spring 2025**

## CATHOLIC EXTENSION SOCIETY

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Founded in 1905, Catholic Extension Society's mission is to work in solidarity with people to build up vibrant and transformative Catholic faith communities among the poor in the poorest regions of America. Catholic Extension Society accomplishes this by strategically partnering with Catholic dioceses to build facilities, educate leaders, and support essential ministries in the most under-resourced regions of the country. With its high-touch and innovative approach, Catholic Extension Society helps Catholic faith communities build their capacity to inspire hope and drive positive change.

The organization's impactful initiatives include programs and projects on the southern border, post-hurricane rebuilding efforts in Puerto Rico, support for college campus ministry and youth outreach, church and funding scholarships of lay and ordained leaders at major Catholic Universities. In the past year alone, Catholic Extension Society's collective programs and partnerships had a financial impact exceeding \$225 million across 40 U.S. states and territories.

To sustain this vital mission, the organization annually raises \$25-30 million from 25,000 donors through a mature and comprehensive development program featuring diverse revenue streams. For a deeper understanding of philanthropy's role at Catholic Extension Society and the impact of its mission, explore the insights provided in its [2023 Annual Report](#).

Catholic Extension Society, headquartered in Chicago, boasts a dedicated full-time staff of 50 professionals, either based in the headquarters or regional offices. The team comprises talented and experienced individuals thriving in a dynamic, fast-paced work environment with a strong emphasis on collaboration and a team-focused culture. For further details about Catholic Extension Society, visit the [CE Website](#).



“People come together in faith in moments of crisis to strengthen one another and to realize that they are not alone.”

--Fr. Jack Wall, President of  
Catholic Extension Society

## DEVELOPMENT ASSOCIATE, DONOR RELATIONS

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Location: Chicago, IL

Job Type: Full-time, Permanent

Department: Development

Are you a strong communicator who is detail-oriented and passionate about helping others feel appreciated? Do you thrive in a collaborative environment and want to play a key role in supporting donors to a mission-driven organization? Catholic Extension Society is seeking a Development Associate, Donor Relations to join our team and help deliver best-in-class donor stewardship experience.

Reporting to the Assistant Vice President of Development, this full-time, permanent role is ideal for someone looking to deepen their skills in stewardship communications, donor engagement, and data management. You will work closely with colleagues across departments to ensure timely, thoughtful, and meaningful donor experiences.

This position is open due to a team promotion—growth is encouraged here.

### **JOB DUTIES**

#### Donor Acknowledgment and Stewardship Communications (70% of time):

- Draft customized thank you letters and impact communications, ensuring high-quality donor touchpoints.
- Collaborate with the President's Office to secure letter approvals and signatures.
- Manage the daily gift receipt fulfillment process.
- Document all donor communications in the Virtuous CRM to maintain accurate records.
- Partner with the communications team to produce stewardship collateral such as impact reports, holiday cards, and donor recognition pieces.

#### Database and Donor Experience Support (30% of time):

- Collaborate with the Development, Finance, Mission, and Communications teams to support donor relationships, particularly for planned giving and annual donors under \$25,000.
- Assist with data entry, research, running reports, and maintaining donor records in Virtuous.
- Respond promptly to donor inquiries via phone or email, offering professional and friendly support.
- Serve as a backup for gift processing when needed.
- Support cross-departmental projects and other tasks as assigned.

## WHY JOIN US?

Professional Growth— Build a foundation in nonprofit development by working across departments. Learn the inner workings of stewardship, donor engagement, data systems, and executive communications—with opportunities to expand your role over time.

Meaningful Impact – Play a central role in ensuring Catholic Extension Society’s donors feel valued and connected to the communities they support. Your work will help sustain programs that uplift underserved Catholic communities across the country.

Supportive Team Culture – Join a collaborative, mission-driven team that values integrity, excellence, and shared purpose. You will be surrounded by colleagues who are passionate about making a difference—and helping each other succeed.

This role is ideal for someone who is highly organized, eager to learn, and energized by the chance to support mission-driven work through thoughtful donor care, outstanding writing, and strong internal coordination/operations.

## QUALIFICATIONS

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- Strong writing and organizational skills.
- Responsiveness and follow-up skills.
- Comfortable working with databases and learning new systems.
- A team player who thrives in a mission-driven environment.
- Commitment to ethical behavior, integrity, and the values of Catholic Extension Society.
- Creative problem-solving skills and the ability to prioritize tasks effectively.
- Positive attitude.
- Associate or bachelor’s degree in a related field.
- Ability to handle confidential information with discretion.
- Sense of humor.

## TO APPLY

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Please submit a resume and cover letter outlining your qualifications and interest in the position to our search partner DeVine Consulting at [CE.2025.DEVREL@GMAIL.COM](mailto:CE.2025.DEVREL@GMAIL.COM). We hope to fill the role in the second quarter+ of 2025.



We offer a competitive salary starting at \$60,000 based on experience and a comprehensive benefits package to include medical, dental, vision, disability, 403b with company matching, paid time off, paid company holidays, commuter assistance, professional development opportunities, mentoring and more!

Catholic Extension Society is an Equal Opportunity Employer. Applicants may request any reasonable accommodation that may be necessary to participate in the application process.

Catholic Extension Society is located at 150 S. Wacker Drive, 20<sup>th</sup> floor, Chicago, IL. For more information about the organization, please visit: [www.catholicextension.org](http://www.catholicextension.org).



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