



**Director of Stewardship & Donor Relations**  
Office of Institutional Advancement  
The Pingry School

Founded in 1861, The Pingry School is an independent, co-educational, college preparatory day school for over 1,000 students in kindergarten through the twelfth grade, situated on two campuses in Basking Ridge and Short Hills, New Jersey.

The Pingry School's Office of Institutional Advancement promotes the School's culture of philanthropy; inspiring parents, alumni, grandparents, parents of alumni, students, faculty and staff, and friends to advance the mission of the School.

The Director of Stewardship & Donor Relations is a full-time, twelve-month position reporting to the Associate Director of Institutional Advancement. The Director of Stewardship & Donor Relations designs, implements, and evaluates the cultivation and stewardship programs of the office, and thrives in a fast-paced fundraising environment. The Director performs the crucial task of building and strengthening relationships with the Pingry community through ongoing and active networking with internal and external constituencies, advising on the facilitation of recognition events, and coordinating various stewardship activities and reports for donors.

Essential Duties/Responsibilities:

**Stewardship:**

- Proactively support gift officers in design and execution of annual and multi-year stewardship plans for donors and top prospects.
- Manage and update content on planned giving and endowed fund webpages on the School's website; including updating donor profiles on the site and for use in the School's alumni magazine
- Create, maintain and regularly update all donor receipts and acknowledgement letters; review daily gifts
- Prepare and manage all content for Pingry's Annual Report
- Establish and maintain information tracking regarding recognition, on-going communications, and continued cultivation of past and current major donors
- Research and report on all endowed funds and named funds including financial aid funds, and student and faculty prizes and awards each fiscal year

**Cultivation and Solicitation:**

- Serve as a creative resource in identifying and developing new methods of donor communications, i.e. web pages, social media.
- Oversee Pingry's giving societies including the C.B. Newton Society
- Plan, write, and execute the planned giving newsletter
- Write persuasive grant proposals annually to solicit support from corporations and foundations and report on grants received
- Manage prospect research that supports the Annual Fund and Major Gifts programs

*Basking Ridge Campus, Upper and Middle School*  
131 Martinsville Road, Basking Ridge, NJ 07920  
phone 908-647-5555

*Short Hills Campus, Lower School*  
50 Country Day Drive, Short Hills, NJ 07078  
phone 973-379-4550

**Volunteer Management and Events:**

- Manage all donor-funded events and activities, including annual lecture series, dedications, recognition plaques, prize funds and faculty funds.
- Plan, coordinate, and execute the annual 1861 reception

**General Duties:**

- Serve as an active member of the Advancement team
- Work collaboratively with the Associate Director of Advancement to develop creative design and marketing outreach
- Anticipate and communicate trends, advancements, and best-practices in fundraising for independent schools both regionally and nationally
- Work collaboratively with the Business Office to manage endowed and named funds
- Participate and engage in School life and adhere to the School's mission
- Participate in pertinent and varied professional development opportunities
- Work closely with the Advancement Services, Annual Giving, and Alumni Relations Teams
- Other duties as assigned

**Qualifications and Requirements:**

- Bachelor's degree is required
- Minimum 5 years fundraising, stewardship or alumni relations experience, with a proven track record in the non-profit or business industries
- Excellent writing skills
- Understand high-functioning fundraising, as well as donor engagement, programs, and high-level stewardship
- Efficiency in managing multiple projects at once
- Work with a sense of urgency
- Ability to set goals, institute timelines and meet deadlines
- Raiser's Edge (or comparable) experience, including ability to build reports; create and run queries and dashboards; develop analytics on various strategies; research trends; and improve ways of operation; strong knowledge of spreadsheets and word processing
- Experience with planning and executing events
- Ability to professionally interact with all members of the School community; excellent interpersonal skills
- Ability to work collaboratively in a team environment

**To apply, please send resume and cover letter to Kate Whitman-Annis, Associate Director of Institutional Advancement at [kwannis@pingry.org](mailto:kwannis@pingry.org).**