



**Major Gifts Officer
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 is responsible for the outreach to the school's internal and external constituencies. Through community outreach and relationship building the department motivates Pingry's constituencies and the community at-large to financially support the school. By obtaining the financial resources required by The Pingry School to carry out its educational objectives, the department plays a vital role in contributing to the overall education and personal development of Pingry students and maintaining Pingry's place as an outstanding educational institution.

Reporting to the Director of Institutional Advancement, the Major Gifts Officer identifies, cultivates, solicits, and stewards a portfolio of major donor prospects for outright and deferred gifts.

Specific Responsibilities

1. Identify, cultivate, solicit, and steward individual donors and donor prospects who are capable of making gifts of \$25,000 and above, for planned and/or major gifts including annual fund gifts when appropriate.
2. Coordinate individual cultivation, solicitation and stewardship activities with the Director of Institutional Advancement, advancement team members, faculty, and volunteers.
3. Develop strategies, programs and proposals with development staff members and faculty for the attainment of specific major gifts.
4. Maintain a portfolio of approximately 100 – 150 major gift prospects, achieving maximum industry productivity standards.
5. Coordinate efforts with other development team members through the prospect management and tracking system and contact reports.
6. Other duties as assigned by the Director and Associate Director of Institutional Advancement.

QUALIFICATIONS

- Commitment to embracing the mission of The Pingry School.
- Clear understanding and deep appreciation of the mission, values, organization and traditions of an independent school.
- Minimum three (3) years of development experience, including demonstrated experience in face-to-face solicitation of prospects.
- Ability to work independently as well as part of a team.
- Experience with capital campaigns preferred.
- Familiarity with planned giving techniques.
- Outstanding organizational and communication skills.
- Bachelor's degree required.
- Ability to travel 10-14 business days per month and to work nights and weekends as needed.

For additional information, or to apply, please contact Kate Whitman Annis, Associate Director of Institutional Advancement, at (908) 647-5555 x1267 – kwannis@pingry.org.

Basking Ridge Campus, Upper and Middle School | *Short Hills Campus, Lower School*
131 Martinsville Road, Basking Ridge, NJ 07920 | 50 Country Day Drive, Short Hills, NJ 07078
phone 908-647-5555 | phone 973-379-4550