



PINGRY

EXCELLENCE & HONOR

**Advancement Writer
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 wider community 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.

The Advancement Writer will work collaboratively with the Director of Donor Relations & Stewardship to generate meaningful, fresh, and consistent content in support of the mission and priorities of the School and Office of Institutional Advancement.

Primary Responsibilities

1. Write and coordinate Advancement-related communications that share Pingry's story with constituents and the larger community, including Advancement stories on Pingry's website and in the Pingry Review.
2. Author donor acknowledgement letters and donor communications on behalf of the Headmaster, Director of Institutional Advancement, and Director of Alumni Relations & Annual Giving.
3. With the Director of Donor Relations & Stewardship and in coordination with the Associate Director of Institutional Advancement, help execute a plan for comprehensive, integrated communications that strengthen constituents' relationships with Pingry.
4. Create effective content for fundraising materials, including publications, direct mail, print advertising, and Web.
5. Support major fundraising and donor recognition events by writing remarks and creating content for event programs and other communications materials.
6. Maintain an electronic library of written materials and proposals relating to strategic fundraising priorities.
7. Perform special writing projects, as assigned.

Qualifications and Requirements

1. Excellent writing, editing, proofreading, and creative skills.
2. Good judgment plus strong tactical, analytical, and critical thinking skills.
3. Demonstrated record of accomplishment writing print and online communications.
4. Ability to work well under pressure and handle multiple projects at the same time.
5. Two or more years of writing, communications and media relations experience is required.
6. Bachelor's degree is required.

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