



The Pingry School

Position Title: Leadership Giving Officer
Office: Office of Institutional Advancement
Reports To: Director of Institutional Advancement
Date: September 24, 2018

Position Summary

The Pingry School's Office of Institutional Advancement is responsible for community outreach and relationship building that motivates Pingry's constituencies and the community at-large to financially support the school. 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 Leadership Giving Officer identifies, cultivates, solicits, and stewards a portfolio of leadership level prospects for outright and deferred gifts.

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.

General Responsibilities

1. Manage a prospect portfolio consisting of 225 alumni, parents, and friend prospects. Create and execute individualized engagement and solicitation strategies for prospects as well as qualify newly identified prospects.
2. Complete 125 visits and approximately 15 – 20 solicitations of \$50,000+ annually in support of the Pingry Fund as well as other institutional priorities.
3. Work closely with the Director of Institutional Advancement and other members of the Advancement team on cultivation strategies, proposal creation, targeted events, and stewardship.
4. Serve as the staff lead for specific fundraising initiatives associated with implementation of the School's strategic plan and/or facilities master plan.
5. Serve as a liaison and champion for Pingry while traveling to important geographic regions for individual meetings and staffing small parlor events as well as larger all constituency events.
6. Other duties as assigned by the Director of Institutional Advancement.



Qualification

1. Commitment to embracing the mission of The Pingry School.
2. A bachelor's degree and four years of related experience (e.g. fundraising, sales, management, finance, etc.) or an equivalent combination of education and experience.
3. Proven ability to identify/cultivate/solicit/steward prospects with the potential to give at the \$10k - \$100k level.
4. Demonstrated excellence in written and oral communication. Planning, organizational, problem-solving, and time management skills.
5. Comfort in dealing with a wide range of constituencies.
6. Ability to apply good judgement; tact and discretion is required to deal with highly confidential information.
7. Proficiency with database, spreadsheet, and word processing applications.
8. Significant travel as well as the ability 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.