



**Associate Director, Parent Engagement
Office of Institutional Advancement
The Pingry School**

About Pingry

Founded in 1861, The Pingry School is an independent, coeducational, college preparatory day school for students in Kindergarten through Grade 12. Situated on two spacious campuses in Basking Ridge and Short Hills, New Jersey, the school draws students of varied talents and diverse backgrounds from nearly 100 communities in New Jersey and New York. Together, our two campuses in Short Hills (K-5) and Basking Ridge (6-12) serve more than 1,100 dynamic students. Pingry students participate in an engaging and challenging academic program, complemented by extensive co- and extracurricular opportunities, thriving in a community that is committed to intellectual engagement, diversity and inclusion, honor and character, and stewardship and sustainability.

The Office of Institutional Advancement progresses the mission of the Pingry School by strengthening relationships with the broader Pingry community in order to inspire philanthropic support and life-long engagement. 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 Associate Director, Parent Engagement reports to the Director of Annual Giving and Community Relations and manages/oversees all programs related to giving by and engagement from the School's parent and grandparent constituencies. The Associate Director will work in conjunction with the Associate Director of The Pingry Fund, the Senior Advancement Team, Trustees, The Pingry School Parents' Association, faculty, and staff to build and sustain strong and continuing relationships in support of the School. Local travel is required. This is a full-time, twelve-month position, renewable annually.

Specific Responsibilities

- Manage Pingry's parent engagement program, which includes new and current parent events, partnering with the PSPA, and finding new ways to connect parents to the life of the school.
- Work in partnership with the Associate Director of the Pingry Fund to craft strategic messaging, appeals, and events in support of the Pingry Fund; focusing on parent and grandparent giving.
- Maintain a portfolio of leadership level parent and potentially grandparent prospects. Management of the portfolio will include annual visit and fundraising goals.
- Recruit, train and manage a core group of parent volunteers who can provide assistance with fundraising goals, in particular participation goals.
- Work with prospect managers to identify, cultivate, and steward high-level parent prospects.

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



PINGRY

EXCELLENCE & HONOR

- Liaise with the PSPA and attend Executive Board Meetings.
- Maintain a high profile in the parent community by meeting with donors and attending parent-driven events.
- Other duties as assigned.

Qualifications and Requirements

- Demonstrated success in parent relations and annual giving
- Clear understanding of the mission, values, organization and traditions of an independent school
- Strong customer service orientation and the ability to work collaboratively
- A minimum of three years of direct and progressively responsible experience in parent relations and fundraising is required
- Ability to recruit, motivate, train, and manage volunteers is necessary
- Bachelor's degree required
- Excellent communication and interpersonal skills, analytical and strategic thinking capabilities, well-refined organizational skills, initiative, creative energy and a sense of humor
- Position's responsibilities require candidate to travel and work occasional weekends and evenings

Interested candidates should submit a cover letter and resume to Jane Hoffman, Director of Annual Giving and Community Relations by email: jhoffman@pingry.org.