



## The Pingry School

Position Title: Assistant Director, Next Generation Giving and Engagement  
Office: Office of Institutional Advancement  
Reports To: Director of Alumni Relations and Annual Giving  
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 Alumni Relations and Annual Giving, the Assistant Director of Next Generation Giving and Engagement oversees Pingry's young alumni giving and engagement program, which includes strategic oversight of the Senior Class Gift, select reunion class management, and volunteer recruitment and retention.

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. Work in partnership with the Director of Alumni Relations and Annual Giving (ARAG), and ARAG team as well as colleagues in Advancement, to create a comprehensive plan to increase giving and engagement from current Pingry Students and young alumni (up to 20 years out of Pingry).
2. Build a Senior Class giving program that focuses on philanthropic education and clearly defining what it means to be an engaged alumnus/a with the School.
3. Annually manage the 5<sup>th</sup> - 20<sup>th</sup> Reunions which includes but isn't limited to: volunteer recruitment, training, and management; fundraising towards dollars raised and participation goals; communications; and, event planning.
4. Manage Pingry's young alumni leadership giving group, *Second Century Leadership Society*, by managing their volunteer efforts, stewarding their leadership support, and finding new ways to engage with young alumni as a constituent group.
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 Alumni Relations and Annual Giving.



## Qualification

1. Commitment to embracing the mission of The Pingry School.
2. A bachelor's degree and two years of related experience (e.g. fundraising, sales, management, finance, etc.) or an equivalent combination of education and experience.
3. Demonstrated excellence in written and oral communication. Planning, organizational, problem-solving, and time management skills.
4. Comfort in dealing with a wide range of constituencies.
5. Ability to apply good judgement; tact and discretion is required to deal with highly confidential information.
6. Proficiency with database, spreadsheet, and word processing applications.
7. 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](mailto:kwannis@pingry.org).**