



## **Advancement Services Associate 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.

The Advancement Services area of the Institutional Advancement Office supports all development program areas. Focus is primarily on gift recording and acknowledgement, database maintenance, and report generation. The Advancement Services Associate reports to the Director of Advancement Services. This is a full-time, twelve-month position.

### **Specific Responsibilities:**

- Responsible for all gift entry, tracking and filing on a timely basis
- Oversee the deposit of all gifts to the business office on a regular basis
- Oversee and process Pingry's receipt of gifts of securities and wire transfers
- In collaboration with Director of Donor Relations and Stewardship, oversee production and mailing of acknowledgement receipts and template notes and letters on a timely basis
- Produce and distribute quarterly donor pledge reminders
- In conjunction with the Director of Advancement Services design and produce Raiser's Edge reports for development staff, business office, school administration, and volunteers
- Responsible for overseeing constituent data entry and changes
- With Director of Advancement Services, perform all global changes and updates to the database including appeals and annual Pingry Fund targets/solicitors
- With Director of Advancement Services, create all necessary mailing and email lists
- Assist with data integrations into other systems such as FinalSite, EverTrue, and Veracross.
- With tech department, provide guidance to office staff on programs such as Raiser's Edge and Spark.
- Perform other duties as requested, delegated, or assigned

### **Qualifications and Requirements:**

1. Bachelor's degree required
2. One to three years of related advancement services experience in non-profits preferred
3. Excellent communication, organizational and interpersonal skills

*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



4. Ability to meet deadlines
5. Attention to detail and analytical ability a must
6. Background in computer technology and familiarity with Blackbaud products preferred
7. Ability to work independently and as part of a team
8. Clear understanding of the mission, values, organization and traditions of an independent school

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

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