



## Leadership Gift Officer 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 students, of whom 49% are people of color. 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.

### Job Responsibilities

The Pingry School's **Leadership Gift Officer** (LGO) will strengthen relationships with the Pingry community to inspire philanthropic support and life-long engagement. Through dynamic programming, partnering with faculty, staff, and students, and individual relationship management the LGO will play an essential role in fulfilling Pingry's mission.

The LGO is a highly organized and entrepreneurial frontline fundraiser working with 150 – 200 prospects in California and the New York tri-state region. They will design and execute community and donor centric strategies to provide thoughtful engagement and move prospects along the donor life cycle.

### General Responsibilities:

- Manage a portfolio consisting of 150 – 200 alumni, parents, and friend prospects. Create and execute individualized engagement and solicitation strategies for prospects as well as qualify newly identified prospects.
- Complete 125 visits and approximately 15 – 20 solicitations of \$25,000+ annually in support of the Pingry Fund as well as other institutional priorities.
- Work closely with the Director of Institutional Advancement and other members of the Advancement team on cultivation strategies, proposal creation, targeted events, and stewardship.
- Serve as the staff lead for specific fundraising initiatives associated with implementation of the School's strategic plan and/or facilities master plan.
- Serve as a liaison and champion for Pingry while traveling for individual meetings and staffing small parlor events as well as larger all constituency events.
- Other duties as assigned by the Director of Institutional Advancement.

### Qualifications:

- A bachelor's degree and four years of related experience and proven ability to identify/cultivate/solicit/steward prospects with the potential to give at the five and six-figure level.

*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

- Must have excellent organizational and planning skills for execution of proposal deadlines and travel. Must have excellent problem-solving skills, time management skills, and be a motivated self-starter.
- Comfort in dealing with a wide range of constituencies. Must be adaptable to colleagues and donors' suggestions. Must have excellent interpersonal skills. Must be able to effectively communicate ideas to colleagues and donors via writing.
- Ability to apply good judgement; tact and discretion is required to deal with highly confidential information.
- Proficiency with database, spreadsheet, and word processing applications.
- A valid driver's license as there will be significant travel as well as occasional work on nights and weekends.

**Interested candidates should send a cover letter, resume, and letters of reference to Kate Whitman-Annis, Associate Director of Institutional Advancement, at [kwannis@pingry.org](mailto:kwannis@pingry.org).**

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