



Director of Annual Giving and Community Relations 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 50% 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. Pingry's Office of Advancement strengthens relationships with the Pingry community to inspire philanthropic support and life-long engagement.

Position Summary

The Director of Annual Giving and Community Relations reports to the Associate Director of Advancement and oversees a six-person team responsible for The Pingry Fund and community relations (alumni and parent engagement). This position is essential to the development and implementation of Pingry's integrated and strategic annual giving and community relations program.

The Director is a strategist, manager, and fundraiser. The position involves working closely with leaders in the Pingry community to build and sustain strong relationships with external constituents across multiple constituencies.

Specific Responsibilities

- Manage and mentor an integrated annual giving and community relations program that streamlines the activities of both programs and achieves their respective goals on an annual basis.
- Develop, manage, implement, and assess engagement programming and initiatives consistent with the goals of the School, the Alumni Association, and the Parents' Association.
- Provide strategic oversight and leadership to the Pingry Fund and the Pingry Alumni Association (PAA).
- Serve as the School's liaison to the PAA President and assist with board development, setting strategic priorities, and meeting execution.
- In partnership with the Director and Associate Director of Advancement, set annual Pingry Fund goals, manage Pingry Fund co-chairs, and execute leadership solicitations.
- Oversee implementation of large scale signature events such as Reunion and Homecoming, as well as smaller regional and affinity group events.
- Manage a small portfolio of high-level annual fund 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

- Annually manage the 25th which includes but is not limited to: volunteer recruitment, training, and management; fundraising towards dollars raised and participation goals; communications; and event planning.
- Be highly visible within the alumni/ae and parent communities via participation in campus and off-campus events and meetings, as well as with on-going individual cultivation meetings with potential Pingry Fund and campaign donors.
- Other duties as assigned.

Qualifications and Requirements

- A minimum of five years of direct and progressively responsible experience in advancement is required, preferably direct annual fund experience. Preference is given to candidates with previous management experience.
- Strong customer service orientation and the ability to work collaboratively.
- Ability to recruit, motivate, train, and manage staff and volunteers is necessary.
- Bachelor's degree required.
- Excellent communication and interpersonal skills, analytical and strategic thinking capabilities, refined organizational skills, initiative, and creative energy.
- Valid driver's license required and the ability to travel and work occasional nights and weekends.

Interested candidates should send resume and cover letter to Holland Sunyak, Associate Director of Advancement, at hsunyak@pingry.org.