



The Pingry School Office of Institutional Advancement Chief of Staff

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. 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 Development strengthens relationships with the Pingry community to inspire philanthropic support and life-long engagement.

Position Summary

The position provides critical, high-level, administrative, and programmatic support to the Director of Development and Director of Institutional Advancement. The **Office of Institutional Advancement Chief of Staff** will need to be equally comfortable providing assistance with prospect management and managing the Development team and program. They will be responsible for disseminating information to and communicating effectively with members of the Development team to ensure efficient coordination of duties and operation of Pingry's fundraising and engagement efforts. Additionally, they will act as an internal liaison for the Directors when they are traveling and/or tending to other business.

Responsibilities

- Assist in the coordination of all operational and administrative activities needed for successful management of a 16-person Development team.
- Support the Directors with Board of Trustees responsibilities, including managing two committees, preparing reports for the Board, and maintaining aspects of the Trustee portal.
- In partnership with the Directors, coordinate and execute training sessions for the Development team. These meetings will involve coordinating with multiple departments/divisions across the School, working with external partners, and assisting with materials creation and distribution for learning purposes.
- Assist with extrapolating and analyzing data from Veracross for the purposes of benchmarking and tracking fundraising progress across multiple metrics.
- Help the Directors with management of a principal and major gift pool of prospects, which will include participating in the execution of engagement and solicitation strategies, arranging meetings, and serving as a secondary interface with high-level prospects. Including but not limited to drafting acknowledgement letters, administrative briefings, proposals, interoffice memos, and donor emails.
- Lead the on-boarding process for newly hired members of the Development team and maintain development related documents/templates for the purposes of training and 'best-practices'.
- Assist with special events coordination and/or special projects in support of the overall fundraising and engagement efforts. This could include staffing special events such as Homecoming and Reunion.
- Work in partnership with the entire Office of Development to ensure seamless and thoughtful prospect management and engagement.

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



Qualifications

- Bachelor's degree and three years of relevant experience (development, sales, customer relations, financial services and/or administrative).
- Strong organizational and planning skills with the ability to conceive, propose, execute and evaluate short- and long-term plans that support the activities of development team. The ability to handle and prioritize multiple concurrent tasks is essential.
- Superior interpersonal skills with proven ability to collaborate and build positive rapport with varied constituencies in a highly professional manner.
- Excellent written communication, strong editing skills, and great attention to detail.
- Must be detail-oriented and have an ability to work independently as well as part of a close-knit team.
- Demonstrated ability with computer software programs including but not limited to Google Docs, Microsoft Office, specifically Excel and Word. Knowledge of Raiser's Edge and Veracross preferred.
- Ability to apply good judgement and responsible decision-making; tact and discretion are required to deal with highly confidential donor and prospect information.
- A valid driver's license and the ability to work occasional nights and weekends.

Interested candidates should send a cover letter and resume to Mary Kokie McNaugher, Talent Acquisition Manager at mmcnaugher@pingry.org.