



## The Pingry School Next Generation Giving and Engagement Associate

### About Pingry

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 dynamic 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.

### Position Summary

The Pingry School's Office of Development 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 Annual Giving and Community Relations, the Next Generation Giving and Engagement Associate oversees Pingry's young alumni giving and engagement program, which includes strategic oversight of the Senior Class Gift, select reunion class management, the Blue and White Club, Pingry young alumni leadership giving society, as well as volunteer recruitment and retention.

### Responsibilities

- Work in partnership with the Director of Annual Giving and Community Relations (AGCR), and AGCR team as well as colleagues in Development, to create a comprehensive plan to increase giving and engagement from current Pingry Students and young alumni (up to 20 years out of Pingry).
- Build and manage a Senior Class giving program that focuses on philanthropic education and clearly defines what it means to be an engaged alumnus/a with the School.
- 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.
- Manage Pingry's alumni affinity groups in partnership with the Pingry Alumni Association leadership.
- Manage Pingry's young alumni leadership giving group, *The Blue and White Club*, by managing their volunteer efforts, stewarding their leadership support, and finding new ways to engage with young alumni as a constituent group.
- Manage and create content for Pingry's alumni social media channels, including digital and written content.
- 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.
- Other duties as assigned by the Director of Annual Giving and Community Relations

## Qualifications

- Commitment to embracing the mission of The Pingry School.
- 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.
- Demonstrated excellence in written and oral communication. Planning, organizational, problem-solving, and time management skills.
- Comfort in dealing with a wide range of constituencies.
- Ability to apply good judgement; tact and discretion is required to deal with highly confidential information.
- Demonstrated ability with computer software programs including but not limited to Google Docs, Microsoft Office, specifically Excel and Word. Knowledge of Veracross preferred.
- 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](mailto:mmcnaugher@pingry.org).**