



PENDLE HILL

A QUAKER STUDY, RETREAT & CONFERENCE CENTER

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JUNE 2014

POSITION: Advancement Fellow

REPORTS TO: Director for Advancement

GENERAL SUMMARY: The Advancement Fellow is a member of the Advancement team, responsible for outreach and engagement of current and potential donors of Pendle Hill. The purpose of this position is to augment the staff team in its relationship building efforts, achieve a greater connection with current and potential donors, and to provide an opportunity for a highly motivated individual to develop or further his/her skills in the field of Advancement.

WORKING ENVIRONMENT: Pendle Hill is a Quaker study, retreat, and conference center that offers programs to people of all faiths and backgrounds. Pendle Hill offers a residential study program, weekend workshops and retreats, short courses, publications, bookstore, and conference space on our beautiful 23-acre campus.

DUTIES AND RESPONSIBILITIES:

1. Extensive face-to-face engagement with current and potential donors to Pendle Hill's Annual Fund and Capital Campaign.
2. Responsibility as part of Pendle Hill's advancement team for the identification, cultivation, solicitation, and on-going stewardship of an assigned group of prospects.
3. Work, under the direction of Pendle Hill's Director for Advancement, as a member of Pendle Hill's capital campaign team on planning and implementation of regional campaign activities both locally and nationally.
4. Accurate record-keeping about and communication with an assigned group of prospects in a manner that enables Pendle Hill to maintain and build the relationship with each person over an extended period of time.

REQUIRED QUALIFICATIONS:

1. Very strong interpersonal skills with both individuals and in group settings. The Advancement Fellow must be very comfortable working in all stages of the relationship building process from making an appointment and the first meeting with an unknown individual to building an on-going relationship with people of all ages and backgrounds.
2. The Advancement Fellow must be comfortable engaging in conversation that includes as one of its primary objectives financial support for Pendle

Hill through increased annual fund giving and campaign commitments at a major gift level.

3. An average of 2.0-2.5 days each week will be spent off-campus (in retirement communities, homes and offices) meeting with current donors, volunteers, and prospects. While much of this travel is local (within 50 miles of Philadelphia), the position will also require an average of 2-4 overnights each month for travel in other regions of the country.
4. A strong understanding of and appreciation for the values and practices, and local, regional and national bodies of The Religious Society of Friends including the ability to communicate effectively with this important group within Pendle Hill's donor constituency.
5. Proven experience and success in a work and/or volunteer environment requiring strong interpersonal skills dealing directly with individuals and in group settings. Direct fundraising experience involving face-to-face relationship building with donors is highly desirable but not required.
6. Proven experience and success in building relationships in a manner that clearly reflects the ability to be successful in meeting each of the primary responsibilities of the position as stated.
7. Experience working with a Friends organization and/or membership in a Friends Meeting is highly desirable.
8. A Bachelor's degree and/or equivalent work related experience is required.

Expectations of all Pendle Hill employees:

1. A welcoming attitude and willingness to provide hospitality for members of, and visitors to, the Pendle Hill community. Openness to a wide range of spiritual beliefs and experiences.
2. Familiarity with Quaker faith and practices, and/or a willingness to gain and deepen such knowledge.
3. Appreciation for the role of Quakerism in the mission of Pendle Hill. Please see our mission, vision, and value statements as part of familiarizing yourself with Pendle Hill.

TIME EXPECTATIONS:

This is a full-time, (exempt) position with a flexible schedule. Residence on the Pendle Hill campus is optional.

Full-time staff at Pendle Hill spend a few work hours each week contributing to the community through meal time, housekeeping or maintenance work.

COMPENSATION AND BENEFITS:

Compensation includes cash salary and benefits including medical and dental insurance, retirement, generous paid vacation and holidays, and the opportunity to take Pendle Hill courses for free or at a significantly discounted rate.

Compensation may also include on-campus residence and board (depending on the availability of housing, at Pendle Hill's discretion).

NONDISCRIMINATION POLICY:

Pendle Hill encourages the participation of all and seeks to appoint to its staff individuals of diverse backgrounds and to do so without discrimination on the basis of gender, religion, race, color, age, sexual orientation or national origin.

BACKGROUND CHECKS:

Pendle Hill will conduct a background check for all candidates prior to hire.

INTERESTED? Please submit a current resume, contact information for **three** references, and a cover letter describing your qualifications (including how you heard about the position) to Sandy Horne at Pendle Hill, 338 Plush Mill Road, Wallingford, PA 19086 or shorne@pendlehill.org. Please put **Advancement Fellow** and **your last name in the email subject line**.

Review of applicants will begin immediately, and continue until the position is filled.