



PENDLE HILL

A QUAKER CENTER FOR STUDY AND CONTEMPLATION

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POSITION: Director of Advancement

REPORTS TO: Executive Director

Supervises: Development Manager, Marketing Manager, Website Associate, Pamphlet Specialist, and Advancement Fellow.

GENERAL SUMMARY: The Director of Advancement for Pendle Hill works with the Executive Director, senior staff members, and members of the Pendle Hill Board to expand and sustain a collaborative, organization-wide development and marketing effort.

One of the primary and over-arching responsibilities of the Director of Advancement is to facilitate and implement an advancement model that is “externally focused” – an office that is designed to be a primary point of *interaction and engagement* with Pendle Hill’s constituency. All internal operations will be designed to either directly or indirectly fulfill this primary obligation and purpose. To this end, the Director of Advancement is one of Pendle Hill’s primary representatives and a spokesperson relating to Pendle Hill’s many external constituents.

Pendle Hill is currently embarking on a capital campaign; specific responsibilities in this job description relate to that initiative. Upon completion of the campaign, duties and responsibilities of the Director of Advancement will shift to major donor work in a similar model as the campaign, and to other Advancement priorities.

DUTIES AND RESPONSIBILITIES:

- Serve as the Chief Development Officer with primary responsibility in two key areas: 1) capital campaign planning and implementation; and 2) cultivation and solicitation of the top 10% of prospects (60-70 individuals) for Pendle Hill’s annual fund.
- Provide in depth and frequent analyses of the donor pool, assigning prospect portfolios as appropriate to staff and key volunteers, and designing and implementing a plan to build the base of support for Pendle Hill.
- Lead and work collaboratively with the Executive Director, Campaign Consultant, Board, and Campaign Committee on strategies for implementation of all plans related to major gift and capital campaign fundraising from individuals, foundations, and other sources.
- Advise and empower the Executive Director and others regarding their fundraising and external relations responsibilities through the establishment of clear priorities, procedures, and timelines for action steps to be completed.
- Ensure that Pendle Hill’s level of engagement with current and potential donors increases and makes good use of our high number of yearly visitors through personal initiatives and training of related staff.

- Serve as a key staff member representing Pendle Hill in public settings ranging from various Friends gatherings; to presentations at local community centers, to monthly and yearly meetings, and other places where our current and desired constituencies are assembled.
- Set and reach yearly departmental goals, including budgetary. Ensure that all publicly declared fundraising goals are met while striving to meet internal, higher, goals. This includes motivating the staff and volunteer base who support such efforts.
- Assure that all aspects of the advancement office operations and activities related to direct mail solicitations, gift processing, etc. are evaluated to ensure an appropriate cost-to-return ratio given Pendle Hill's donor constituency and giving levels by donor segmentation.
- Ensure that all records and reports (from foundation cultivation to individual visit-tracking) are maintained according to best practices.
- Plan occasional events – fundraising, friend-raising, high-profile lectures.
- Recruit, motivate, train, and organize a cadre of volunteers to assist in carrying out advancement office activities related to both annual fund and capital campaign cultivation and solicitation, acting in a highly collaborative manner that draws on the talents of all individuals.
- Oversee the annual fund and ensure excellent planning and implementation.
- Oversee the development of and implementation of strategic communication and marketing plans to ensure consistent excellent messaging, outreach, advertising and marketing in support of goals across the organization. This includes overseeing strategic use of our website.
- Ensure ongoing excellence on our pamphlet publication, sales, fulfillment, and marketing.
- Contribute to the overall management of Pendle Hill as a member of the senior administrative team.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Strong desire to be engaged with Pendle Hill and to champion its mission.
- Bachelor's degree in a related field, with a minimum of six years of progressively responsible experience with fundraising in a nonprofit organization.
- Strong track record of establishing and organizing Advancement objectives and priorities, and achieving organizational goals.
- Demonstrated success in all aspects and stages of the fundraising process with specific attention to personal face-to-face engagement with major gift prospects from the scheduling of a first meeting to the cultivation and solicitation of five, six, and seven-figure commitments.
- Demonstrated excellent communication skills – written and verbal (one on one and as a presenter) both with individuals and in group settings.
- Ability to communicate and work effectively with diverse groups of Pendle Hill constituents to achieve fundraising goals.
- Knowledge of the Religious Society of Friends and the ability to engage in conversations that reflect both a deep understanding of and an appreciation for Friends' traditions, testimonies, and beliefs.
- Demonstrated effective management and people skills with an understanding of and appreciation for consultative decision making.
- Ability to coordinate a number of projects simultaneously.
- Flexibility for night and weekend travel both locally and nationally.

- A welcoming attitude toward and willingness to provide hospitality for members of, and visitors to, the Pendle Hill community. Appreciation for the wide range of spiritual beliefs and backgrounds of our many visitors.
- Appreciation for the role of Quakerism in the mission of Pendle Hill; enthusiastic alignment with our mission, vision and values.

TIME EXPECTATIONS

This is a full-time, exempt position. An average of two days per week will be spent off campus focused on donor solicitation and cultivation (140-160 face-to-face visits per year). Work will include occasional evening and weekends as well as time spent in travel.

All staff members at Pendle Hill spend a few work hours each week contributing to the community through mealtime, housekeeping, or maintenance work.

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 residential and commuter study programs, weekend workshops and retreats, consultations, scholarship opportunities, publications, bookstore, and conference space on our beautiful 23-acre campus.

COMPENSATION AND BENEFITS

Compensation includes cash salary and benefits including medical and dental insurance, retirement, 20 paid vacation days and holidays, and the opportunity to take Pendle Hill courses for free or at a significantly discounted rate.

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

Opportunity to obtain a Swarthmore College ID card to access the Swarthmore library and recreational facilities.

20 percent discount at the Pendle Hill Bookstore.

NON-DISCRIMINATION 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, race, color, age, sexual orientation, or national origin.

BACKGROUND CHECKS

Pendle Hill will conduct a background check for all positions.

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 **Director of Advancement** and your last name in the email subject line.

Review of applicants will begin on September 22nd and continue until the position is filled, with an anticipated start on November 1, 2014.