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## APRIL 2018

**POSITION:** Development and Stewardship Associate (80% time)

**REPORTS TO:** Director of Advancement

**SUPERVISES:** N/A

**GENERAL SUMMARY:** The Development and Stewardship Associate (DSA) embodies an appreciation for the Pendle Hill community, fostering relationships and ongoing engagement with its broader constituency, thereby strengthening philanthropic support of Pendle Hill. The DSA focuses the majority of their time on face-to-face visitation in order to 1) increase financial support from the top 20% of Pendle Hill's donor pyramid, and 2) deepen engagement with prospects for inclusion in the top 20% of the donor pyramid. The remaining work time is focused on in-office duties such as administrative record-keeping, donor communications, and other tasks supporting the Advancement Department.

**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, commuter, and online study programs, weekend workshops and retreats, conferences, scholarship opportunities, publications, bookstore, and rental space on our beautiful 24-acre campus. Pendle Hill is a fragrance-free, pet-free community.

### DUTIES AND RESPONSIBILITIES:

1. Proactively and systematically develop and strengthen long-term relationships with a portfolio of 120 – 140 existing donors and prospects, locally and nationally.
2. Ensure that time during air & train travel is “work time” with deliverables achieved.
3. Cultivate and solicit prospective and current major donors for the following areas of fundraising focus: 1) Planned Giving; 2) Annual Fund; and 3) Capital/Special Projects.
4. Maintain detailed and timely records regarding donor contacts, visits, and tracking (identification through stewardship, and other relevant aspects of donor relations). Monitor and report progress no less than monthly.
5. Sends notes and gifts, and makes calls, to recognize significant events in our constituents’ lives and to keep relationships current.
6. Develop and implement a calendar for donor contacts prioritizing highest donors and prospects. Efficiently plan travel, by seeing multiple people in a geographic region as possible, to stay within travel budget.
7. With guidance from the Director of Advancement, collaborate with: Executive Director, Advancement colleagues, and Advancement Committee members as needed to develop donor-specific plans for moving through the stages of donor engagement (identification-cultivation-solicitation-stewardship).
8. Assist with refining goals, strategies, and budget—both short and long term—for the Advancement department.
9. Occasionally represent Pendle Hill in public settings ranging from various Friends’ gatherings/Meetings, to presentations at local community centers, and other places where our current and desired constituencies are assembled.

10. Plan, organize, and carry out 1 – 2 onsite or offsite events per year for fundraising and friend-raising. Such events may be tied to the larger Pendle Hill programs, such as lectures, and should represent a time-commitment of no more than 10%.
11. Become, and stay, deeply familiar with Pendle Hill: History, important figures, current and past practices, programs, and the impact that PH has had on people's lives.

## **REQUIRED QUALIFICATIONS**

1. Experience developing successful solicitation plans for high-level donors—with specific attention to personal face-to-face engagement—from scheduling a first meeting, to cultivation, to solicitation of four-, five-, and six-figure commitments.
2. Demonstrated ability to connect and build relationships with individuals from widely varying backgrounds: Poised and engaging, empathetic communication style based on natural warmth and enthusiasm, including the ability to listen carefully and effectively.
3. Demonstrated good judgement, professionalism, and the highest standards of ethical conduct. Ability to maintain confidentiality.
4. Excellent time-management and organizational skills.
5. Willingness to travel both locally and nationally (10–12 visits per month); with a four-day “work week” that may often include Saturdays and/or Sundays
6. Track record of creating excellent written communications for various audiences.
7. Proficiency with the Microsoft Office Suite (Word and Excel essential), and ease with various computer uses (including comfort learning new uses).
8. Bachelor's degree in a related field, with a minimum of three years of experience in fundraising with nonprofit organizations.

## **DESIRED QUALIFICATIONS**

1. Experience with the Religious Society of Friends, or Pendle Hill, and the ability to engage in conversations that reflect a personal appreciation for Friends' traditions, testimonies, and beliefs.
2. Current driver's license and willingness to drive to visit constituents.
3. Experience with the Raiser's Edge or similar database.

## **EXPECTATIONS OF ALL PENDLE HILL EMPLOYEES:**

1. A highly 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, cultural backgrounds and practices, and differences (of all kinds).
2. Familiarity with Quaker faith and practices, and a commitment to learning more and/or a willingness to gain, deepen, and nurture such knowledge.
3. Appreciation of the role of Quakerism in the mission of Pendle Hill.

**TIME EXPECTATIONS:** This is a part-time (80%), non-exempt position consisting of 30-32 hours per week. On average, three days per week will be used for the purpose of travel for donor visits (cultivation, solicitation, and stewardship; 120–140 face-to-face visits per year). Work will include occasional evenings and flexibility is expected given that work hours will be centered on the availability of donors to meet, balanced with having in-office time with other colleagues. At least two consecutive days off per week will be provided but traditional “Saturday/Sunday weekends” off should not be expected. Part-time (80%) 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 an hourly wage of \$22.00 per hour plus benefits including medical and dental insurance, retirement plan, 16 paid vacation

days and 12 paid sick days yearly, the opportunity to obtain a Swarthmore College ID card which will enable access to the Swarthmore library and recreational facilities, and the opportunity to take Pendle Hill courses for free.

**NONDISCRIMINATION POLICY:** Pendle Hill appoints individuals without discrimination based on color, ethnicity, race, sexual orientation, class, gender identity or expression, pregnancy, age, national origin, ancestry, ability, marital status, domestic partnership or civil union status, religious affiliation, or any other category protected by law. Pendle Hill recognizes that some of these categories are social constructs, not rooted in science. Our aim is to be inclusive and affirming.

**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, two of which are people who have supervised your work (we will not contact your references without checking with you first); and a cover letter describing your qualifications, including how you heard about the position (resumes received without a cover letter will not be considered), to Hannah Mayer, 338 Plush Mill Road, Wallingford, PA 19086 or [hmayer@pendlehill.org](mailto:hmayer@pendlehill.org). Please put **Development and Stewardship Associate** and your last name in the email subject line.

Review of applications will begin on May 21st and continue until the position is filled, with an anticipated start date in June or July 2018.