



**PENDLE HILL**  
A Quaker Study, Retreat, and Conference Center

338 Plush Mill Road  
Wallingford, PA 19086-6023  
610-566-4507 (worldwide)  
800-742-3150 (US)  
FAX 610-566-3679  
[www.pendlehill.org](http://www.pendlehill.org)

**February 2022**

**POSITION:** Director of Advancement

**REPORTS TO:** Executive Director

**SUPERVISES:** Annual Fund Manager, Grants Associate

**GENERAL SUMMARY:** The Director of Advancement (DOA) embodies an appreciation for the Pendle Hill community, fostering relationships and ongoing engagement with its close-in and broader constituencies, thereby strengthening philanthropic support for Pendle Hill.

The DOA focuses 50% of their time on face-to-face visits in order to 1) increase financial support from the top 20% of Pendle Hill's donor pyramid, and 2) deepen engagement with prospective/emerging members into the top 20% of the donor pyramid. The movement of engagement from identification -> cultivation -> solicitation -> stewardship is key. The remaining work time is focused on in-office duties, such as donor communications, team supervision/support, and other duties related to supporting the community and the Advancement department.

One over-arching responsibility is to facilitate and implement an advancement office that is designed to be a primary point of interaction and engagement with Pendle Hill's donors. All internal operations will be designed to either directly or indirectly fulfill this primary purpose through relationship building, annual fund appeals, foundation cultivation, mini-campaigns for special projects (e.g. building improvements), increasing planned giving, and developing yearly plans for strengthening endowment. 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.

**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. Lead in two key areas: 1) Cultivation and solicitation of the top 20% of prospects for Pendle Hill's multi-year giving plans. 2) Guiding Advancement office supervisees and Board volunteers to achieve Advancement department goals.
2. Contribute to the overall management of Pendle Hill as a member of the senior administrative team.
3. Proactively and systematically develop and help strengthen long-term relationships with emerging prospects.
4. Develop and follow a rolling calendar for major donor contacts prioritizing highest donors and prospects. Efficiently plan regional and occasionally national travel by visiting multiple people in a geographic area.
5. Maintain thorough records on all donor visits and track engagement.
6. Provide in-depth and frequent analyses of the donor pool, developing donor-specific plans for moving through the stages of donor engagement (identification-cultivation-solicitation-stewardship). Solicit gifts for the following areas of fundraising focus: 1) Annual Fund; 2) Planned Giving; and 3) Capital/Special Projects.
7. Work collaboratively to advise and empower the Executive Director, Board, and volunteers on strategies and tactics related to fundraising plans. Assign responsibilities as needed.
8. Collaboratively set short and long-term goals, strategies, and budget for the Advancement department, motivating the staff and volunteers who support fundraising efforts. Ensure that all fundraising goals are met while striving to meet higher internal goals.
9. Meet with the Board's Advancement Committee monthly, providing updated data reports and inviting engagement and input.
10. Occasionally represent Pendle Hill in settings ranging from various Friends gatherings, to local community centers, and other places where our current and desired constituencies are assembled.
11. Oversee, and occasionally write, communications to ensure excellent messaging, outreach, and strategic advertising in support of goals.
12. Ensure that time during air & train travel is "work time" with deliverables achieved.
13. Become, and stay, deeply familiar with Pendle Hill's history, important figures, current and past practices, programs, and the impact that it has had on people's lives.
14. Perform other duties as assigned.

## **REQUIRED QUALIFICATIONS**

1. Strong desire to be engaged with Pendle Hill, represent us proudly, and champion our community's value in the world.
2. Bachelor's degree in a related field, with a minimum of four years of progressively responsible experience with fundraising in a nonprofit organization.

3. Strong track record of establishing and organizing Advancement objectives and priorities and achieving organizational goals.
4. Experience with setting and managing budgets of at least \$500,000.
5. Demonstrated success in all stages of the fundraising process including personal face-to-face engagement with major gift prospects (from the scheduling of a first meeting to the cultivation and solicitation of five and six-plus-figure commitments).
6. Demonstrated effective supervision and people skills with an understanding of and appreciation for consultative decision making.
7. Excellent communication skills – written and verbal for various audiences, including the ability to listen carefully and effectively.
8. Demonstrated ability to connect and build relationships with individuals from widely varying backgrounds.
9. Flexibility for occasional night and weekend travel both regionally and nationally.
10. Ability to coordinate a number of projects simultaneously. Excellent time-management and organizational skills.
11. Demonstrated good judgement, professionalism, and the highest standards of ethical conduct. Ability to maintain confidentiality.
12. Proficiency with the Microsoft Office Suite (Word and Excel essential), and ease with various computer uses (including comfort learning new uses).

#### **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 the traditions and offerings of both.
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. Please see our mission, vision, and values statements as part of familiarizing yourself with Pendle Hill.

**TIME EXPECTATIONS:** This is a full-time exempt position. Out of respect for work-life balance, "full-time" at Pendle Hill is 37.5 hours per week, with 7.5-hour typical workdays. An average of 2.5 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 evenings and weekends as well as time spent in travel. Full-time staff at Pendle Hill spend a few work hours each week contributing to the community through mealtime, housekeeping, or maintenance work.

**COMPENSATION AND BENEFITS:** \$55,000-\$69,000 yearly salary plus benefits including: medical, dental and life insurance, a retirement plan, generous paid vacation days (20), sick days (15), and holidays (11), and the opportunity to take Pendle Hill courses for free. Additional benefits include one meal a day from the Pendle Hill Kitchen (free to staff except for the tax), a 20% employee discount at the Pendle Hill Bookstore, free copies of all Pendle Hill pamphlets upon publication, a beautiful campus with walking trails and fellowship with people from around the world. Full time staff are eligible for competitively priced on-campus housing (depending on availability, and at Pendle Hill's discretion).

**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.

**Pendle Hill staff are required to be fully vaccinated against COVID-19**, except for those who cannot receive the vaccine for medical or religious reasons.

**BACKGROUND CHECKS:** Pendle Hill will conduct a background check for all candidates prior to hire.

**INTERESTED?** Please submit the following three items to Hannah Mayer, at [hmayer@pendlehill.org](mailto:hmayer@pendlehill.org), with "Director of Advancement" and your last name in the email subject line:

1. a current resume,
2. a cover letter that includes how you heard about the position, why you want to be considered and your qualifications (applications received without a cover letter will not be considered),
3. a fundraising writing sample,
4. and contact information for three professional references.

Review of applications will take place on a rolling basis and continue until the position is filled, with an anticipated start date in January of 2022.