



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

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**March 2022**

**POSITION:** Annual Fund Coordinator

**REPORTS TO:** Director for Advancement

**GENERAL SUMMARY:** The Annual Fund Coordinator works closely with the Director for Advancement to plan and implement a comprehensive development program for Pendle Hill with primary focus on the Annual Fund. The Annual Fund Coordinator is directly responsible for the preparation and management of mail appeals and donor communication programs, and oversight of the development and constituent database program, The Raiser's Edge. The Annual Fund Coordinator will help coordinate fundraising-related special events on and off campus.

**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. Plan and implement the overall Annual Fund strategy and program, including yearly appeals in alignment with strategic and budgetary goals.
2. Coordinate all activities related to direct mail solicitations, evaluating to ensure an appropriate cost-to-return ratio.
3. In consultation with communications staff, write and implement communications to ensure excellent messaging, outreach, and strategic advertising in support of Annual Fund goals.
4. Manage full breadth of gift acceptance and donor acknowledgement process, including completion of gift entry in Raiser's Edge database, writing/printing acknowledgement letters, and assigning notes of appreciation appropriately.
5. Monitor and generate reports on progress of Annual Fund over the course of the fiscal year, responding to any concerns or deviations from budget forecast with remedial action as needed in consultation with Director of Advancement.
6. Develop and use mailing lists for online presence, e-mail contact and acknowledgement letters, reporting on results.
7. Plan and lead occasional events, such as high-profile lectures or friend / fundraisers.
8. Work with Advancement Director to provide development content for the monthly e-newsletter, advertisements and website.

9. Maintain detailed and timely records regarding donor relations, like contacts, visits, and stewardship efforts.
10. Ensure GAAP and auditors' best practices are met in all aspects of gift receipt procedures, including check collection and gift processing.
11. Prepare documentation and reports for Board's monthly Advancement committee meetings.
12. Other duties as assigned.

### **REQUIRED QUALIFICATIONS**

1. A minimum of three years' experience in the development field with a proven track record in achieving or exceeding fundraising goals.
2. Experience coordinating annual giving campaigns or direct marketing efforts, involving mail appeals, phone solicitations, email and online marketing.
3. Expertise in the use of The Raiser's Edge.
4. Proficient in Microsoft Office applications (Outlook, Word, Excel, PowerPoint) and the use of spreadsheets, and database software.
5. Excellent writing skills with experience in effective writing for fundraising purposes.
6. Ability to think strategically while also being detail-oriented.
7. Demonstrated good judgement, professionalism, and the highest standards of ethical conduct. Ability to maintain confidentiality.
8. Demonstrated ability to manage projects effectively.
9. Ability to work well independently and cooperatively with other staff and volunteers.
10. Comfort in multicultural work settings and commitment to social justice.

### **DESIRED QUALIFICATIONS**

1. Bachelor's degree or equivalent experience.

### **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. Occasional evening and weekend work may be required. 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:** \$42,000-45,000 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 items to Hannah Mayer, at [hmayer@pendlehill.org](mailto:hmayer@pendlehill.org), with "Annual Fund Coordinator" 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. and contact information for three references, at least two of whom are professional references.

Review of applications will begin on April 22<sup>nd</sup> and continue until the position is filled, with an anticipated start date in May 2022.