



PENDLE HILL

A Quaker Study, Retreat, and Conference Center

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May 2022

POSITION: Advancement Associate

REPORTS TO: Director of Advancement

GENERAL SUMMARY: The Advancement Associate is responsible for the administration and oversight of Pendle Hill's donor database, Raiser's Edge. In addition, the Advancement Associate supports Pendle Hill's fundraising team by providing administrative and operational support to advance Pendle Hill's annual fund, planned giving, grants, and major gift programs.

WORKING ENVIRONMENT: Pendle Hill is a Quaker study, retreat, and conference center that offers programs to people of all faiths and backgrounds. Pendle Hill's work centers around spirituality and social justice. Pendle Hill offers residential, commuter, and on-line 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:

Database Administration and Data Management

1. Serves as primary administrator of Raiser's Edge database, ResearchPoint Blackbaud products, and any allied software used by Pendle Hill in soliciting or processing gifts. This includes performing regular data appends, managing RE data hygiene processes, partnering with IT systems administrator as required, and providing RE training/guidance for PH staff as needed.
2. Provides strategic guidance for all audience data selects from RE.
3. Manages and produces all PH analog mailing lists in RE database, including Annual Fund, advancement mailings, and any *ad hoc* mailing list requests from other departments and governance committees.
4. Creates and reviews (with Director of Advancement) monthly financial reconciliation reports with the Finance department, ensuring accurate accounting of gifts.
5. Creates monthly financial cash flow and giving information reports and advancement reports for Advancement Committee and board.
6. Provides analytical support to Advancement staff, creating reports where necessary.
7. Manages major gifts portfolio tracking and Moves Management system.

Gift Processing and Acknowledgement

8. Enters all gifts into Raiser's Edge database, including monies, pledges or intents that come in via cash, check, credit card, event registration, grant, stock, planned gift, Facebook gift, wire transfer, etc.
9. Manages gift entry and acknowledgement process with vendor
10. Maintains hard copy of all necessary documents filed with gift batches
11. Manages stock gift spreadsheet

12. Manages “in memoriam/in honor of” gift entry and spreadsheet
13. Provides weekly summary reports of giving to advancement team and senior leadership
14. Prepares and sends gift acknowledgments weekly for all gifts arriving by post
15. Manages online gift processing and acknowledgement process
16. Manages special acknowledgments as directed by advancement staff for signature by PH leadership.
17. Periodically updates text of general acknowledgement letters as needed
18. Manage “sustaining donor” program by processing monthly gifts, tracking program performance, maintaining sustainer records, coordinating “sustainer campaigns” with Annual Fund Coordinator, and stewarding sustaining donors by responding to their concerns and directing them on to appropriate staff as needed.

Department Operations

19. Manages Annual Fund supplies (first class stamps, notecards, envelopes)
20. Helps prepare documentation for annual audit, keeping up-to-date analog donor files, and organizing office files for periodic moves to long-term storage.
21. Supports the Director of Advancement in serving as staff support to Pendle Hill's Advancement Committee, assisting with preparation of materials for meetings and board efforts to thank donors, write to lapsed donors, solicit fellow board members, etc.
22. Special projects and tasks as assigned by the Director of Advancement.

EXPECTATIONS OF ALL PENDLE HILL EMPLOYEES:

- 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).
- Familiarity with Quaker faith and practices, and a commitment to learning more and/or a willingness to gain, deepen, and nurture such knowledge.
- 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, non-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. 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: \$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).

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.