

# PEDDIE

## Associate Director of Leadership Giving

The Peddie School in Hightstown, N.J., is seeking a creative, compassionate, results-oriented professional eager to succeed as a fundraiser and relationship builder. In a newly designed position at Peddie, the **Associate Director of Leadership Giving** will be responsible for managing a portfolio of 100-150 donors and prospects and will report to the Director of Leadership Giving. The ideal candidate will excel in relationship-oriented work and enjoy the process of identifying, engaging, cultivating, soliciting and stewarding donors at all levels of giving with measurable results. Emphasis will be on acquiring new donors, retaining existing donors with increased giving each year, and securing multi-year pledges. The ideal candidate will have an innate desire to inspire others to support Peddie, be intrinsically motivated to contribute to team goals and exceed personal goals toward a common goal of increasing support for Peddie's mission and strategic priorities.

Founded in 1864, The Peddie School is an independent, coeducational, college preparatory school of 535 students, grades 9 through post-graduate. Peddie is primarily a boarding school with over 60 percent of students and 90 percent of the faculty living on campus and a strong emphasis on admitting a diverse community of students who demonstrate the highest degrees of excitement, curiosity and character. Peddie's extraordinary resources include the highly professional, collaborative and dedicated faculty, an innovative and rigorous curriculum and an attractive, 280-acre campus with exceptional facilities located 25 minutes east of Princeton and about an hour from both New York City and Philadelphia.

Thanks to the generosity of Ambassador Walter H. Annenberg '27 and other donors, Peddie now ranks among the most highly endowed independent schools in the nation. Its \$455 million endowment enables the school to offer more than \$10 million in financial assistance to 35-40 percent of the student body.

We have recently completed a \$106M campaign and the momentum is palpable. We are creating this new position in an effort to align and evolve our fundraising efforts in a more intentional way. This chapter will be focused on strengthening our fundraising practices for The Peddie Fund, gift planning, capital needs and ongoing endowed funding priorities. Reporting to the Director of Leadership Giving, the ideal candidate will possess a deep commitment to Peddie's mission, demonstrate excellent listening and fundraising skills, and have demonstrated success as an exceptional relationship builder, quick learner, and effective portfolio manager. This position will offer excellent professional development with Plus Delta for qualified candidates and we are committed to providing growth opportunities at Peddie.

## **Essential Duties and Responsibilities:**

- Manage a portfolio of 100-150 donors and prospects through all stages of the donor cycle including: identification, qualification, engagement, cultivation, solicitation, and stewardship;
- Develop individualized strategies to grow and renew annual fund and other kinds of support (as needed) through face-to-face meetings, solicitations, and personalized communication;
- Conduct required number of face-to-face visits per month/year with donors and prospects to qualify, cultivate, solicit and steward annual fund and all other kinds of gifts;
- Work collaboratively with other colleagues and volunteers to create meaningful pathways for philanthropic support;
- Hold oneself accountable to progress and report on portfolio status and progress toward goals;
- Other duties as assigned.

## **Qualifications:**

- Bachelor's degree required;
- Minimum of 3 years of experience in fundraising roles or similar roles with transferable skills and a proven track record of measurable success;
- Demonstrated ability to develop and implement strategic and tactical plans;
- Exceptional communication skills, both written and oral;
- Ability to build relationships and interact compassionately and collaboratively with diverse colleagues and constituents;
- Strong project management, organizational and time management skills;
- Commitment to ethical fundraising practices and adherence to industry standards and regulations;
- Ability to travel as required for donor meetings and events. Hybrid work may be considered;
- Unequivocal commitment to Peddie's mission and values.

Interested candidates can explore employment at Peddie here:  
<https://www.peddie.org/about-us/employment-opportunities-lever>

If you are interested in applying, please submit a cover letter and resume here:  
<https://jobs.lever.co/peddie>