Associate Vice President for Advancement

Department: Advancement
Location: Erie
Reports to: Vice President for Advancement
Full/Part Time: Full Time
Closes: Open until filled

SUMMARY
The Associate Vice President for Advancement is the primary tactical, administrative, and management officer for the Vice President for Advancement. This position serves as the team leader and supervisor for professional staff members and the tactical manager of Advancement operations. This individual will manage a portfolio of prospects in addition to providing Advancement staff with the support and tools they need to be successful.

DUTIES AND RESPONSIBILITIES
• Help lead the planning and tactics for campaign-based fundraising
• Directly supervises employees in the Advancement Office
• Hire, train, inspire and evaluate professional and support staff, in consultation with the Vice President for Advancement
• Create and execute short- and long-term fundraising plans for major gift prospects
• Set activity and solicitation goals and evaluate prospect development initiatives.
• Track staff progress and determine appropriate metrics for evaluation
• Provide leadership in identifying, cultivating, soliciting, and stewarding major donors, including individuals, foundations and corporations
• Represent the university at public functions and events, including social and professional gatherings
• When necessary, represent the department in place of the Vice President for Advancement
• Maintain professionalism when dealing with staff and donors, and in carrying out all responsibilities and objectives
• Perform additional duties as assigned by the Vice President for Advancement

EDUCATION AND EXPERIENCE
• Bachelor's degree is required and a master's degree is preferred
• Seven to ten years of experience in institutional advancement or fundraising in higher education

KNOWLEDGE, SKILLS AND ABILITIES
• Proven record of leadership and accomplishment in the field of development
• Track record of fundraising success, especially in major gift development and solicitations
• Demonstrated experience in marketing, persuasive writing, working directly with volunteers and personal correspondence with donors
• Understands relational fundraising and has the ability to convincingly articulate needs and goals that motivate potential donors to make gifts
• Ability to work both independently and collaboratively
• Strong work ethic, personal integrity, excellent communication skills, strategic thinking, and supervisory/leadership capabilities.

WORK CONDITIONS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit and use hands to finger, handle, or feel. The employee is frequently required to walk; reach with hands and arms and talk or hear. The employee is occasionally required to stand; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

**APPLICATION PROCESS**

Review of applications will begin immediately and continue until the position is filled. Send cover letter, resume and 3 work-related references to:

Human Resources  
Mercyhurst University  
501 East 38th Street  
Erie, PA 16546  
hrinfo@mercyhurst.edu

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**Candidates must be currently eligible to work in the United States.**