



501 East 38th Street
Erie, PA 16546

814-824-2000
800-825-1926

mercyhurst.edu

Coordinator of Advancement Services

Location: Erie

Department: Advancement

Reports To: Director of Advancement Services

Full/Part Time: Full-Time

Classification: Exempt

Closes: *Open Until Filled*

POSITION SUMMARY

Mercyhurst University is seeking a dedicated and highly organized Advancement Services Specialist to join our University Advancement team. You will play a vital role in supporting the advancement efforts of the university and helping to build relationships with donors, alumni, and stakeholders. This position offers the opportunity to work in a dynamic and collaborative environment, contributing to the university's mission of providing high-quality education and fostering community engagement.

The Coordinator, Advancement Services processes all online and direct mail gifts to the university. The coordinator also supports the Director by assuming responsibility for all administrative functions of the department – travel, filing, and data entry.

DUTIES AND RESPONSIBILITIES

- **Administrative Support:** Provide comprehensive administrative support to the Director of Advancement Services and the advancement services team, including managing schedules, making travel arrangements, and handling correspondence for the director of advancement services,
- **Gift Processing:** Support the gift processing and acknowledgment process, ensuring timely and accurate record-keeping of donations. This includes processing checks, online gifts, and pledges.

- **Data Entry and Cleanup:** Update the donor and alumni records in the database, ensuring the accuracy and completeness of all demographic and giving information.
- **Research:** Assists prospect research manager and business intelligence manager by researching alumni contact and employment information
- **Scanning and electronic filing:** Scan and electronically file all gift documentation to LaserFiche system.
- **Communication:** Assist in disseminating communication materials, such as donor newsletters and email campaigns. Prepare and mail pledge reminders.
- **Reconciliation:** Serves as liaison to the finance department, working collaboratively on reconciliation and reporting.
- Performs other duties as assigned by the Director of Advancement Services.

EDUCATION AND EXPERIENCE

- Bachelor's degree in business, finance, computer science, or marketing preferred, but not required.
- Advanced knowledge of Microsoft Excel.
- Knowledge of CASE and IRS Publication 526 guidelines for gift handling and entry
- Knowledge of Ellucian Colleague
- Experience with online fundraising and event management software such as GiveCampus
- Strong organizational skills with the ability to manage multiple projects simultaneously.
- Strong research skills.
- Ability to work independently and with minimal direction to accomplish essential tasks.
- Ability to work effectively with a diverse range of internal and external stakeholders.

SKILLS AND ABILITIES

Must be a detail-oriented team player with excellent verbal and written communication skills. Must be able to interact effectively with diverse populations with a focus on providing support for multiple people. Must be analytical, well-organized, and self-motivated, with a good sense of humor.

This is a full-time position with a normal work schedule of 37.5 hours per week, typically Monday-Friday from 08:30-04:30. Additional evening or weekend hours may be required to meet deadlines and fully engage in the University community.

Excellent benefits including numerous paid holidays as well as tuition support.

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 or until date indicated above. Send cover letter, resume and 3 work-related references to:

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

Mercyhurst University values diversity and is committed to the goal of achieving equal opportunity for all. For that reason, Mercyhurst abides by federal, state, and local law in admissions, employment and all services and programs provided.

Mercyhurst does not unlawfully discriminate based on race, color, religion, creed, sex, citizenship status, ancestry, national or ethnic origin, age, familial status, sexual orientation, gender identity or expression, physical or mental disability, military or veteran status or any other legally protected characteristic or because of any individual's legally protected activities.

Mercyhurst complies with federal, state, and local legislation and regulations regarding nondiscrimination. This policy applies to faculty, administration and staff, applicants for employment, students and applicants for educational programs and activities.

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

