



MERCYHURST

UNIVERSITY

501 East 38th Street
Erie, PA 16546

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800-825-1926

mercyhurst.edu

Coordinator of Advancement and Mission

Location: Erie

Department: Advancement

Reports To: Vice President for Advancement

Full/Part Time: Full Time

Closes: *Open until filled*

Position Summary:

The Coordinator of Advancement and Mission oversees and supervises administrative tasks and advancement services within the department, while also offering administrative support to the Vice President for Mission. The individual must possess exceptional organizational skills, managerial skills, and successful experience with budgeting and accounting.

Duties include:

- Responsible for the day to day administration of the Division, including the budget.
- Supervises and recruits student workers and the graduate assistant.
- Oversees and is responsible for gift processing
- Coordinates and manages scheduling and communications for the Vice President of Advancement
- Manages special projects within the division at the direction of the Vice President.
- Coordination of office moves, storage of supplies, securing dedicated space for event staging and mailings.
- Management of various vendor contracts and invoices
- Oversee folders specific to advancement, pledge and estate plan agreements and upload digitized copies to Laserfiche.
- Provides administrative support for the Vice President for Mission, including database and budgetary support, as well as event and program coordination. Also provides periodic administrative support for other key Mission areas, including Community Engagement, Campus Ministry, and Environmental Sustainability

Basic Qualifications:

- Willingness to support the university's mission
- Proficiency in computer skills
- Excellent oral and written communication skills
- Experience in database systems specific to fundraising is helpful
- Basic understanding of finance and accounting practices
- High school diploma or equivalency required
- Undergraduate degree preferred.
- Some evening and occasional weekend work is required.
- Other duties as assigned

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

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Mercyhurst does not unlawfully discriminate on the basis of 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.