



MERCYHURST

UNIVERSITY

501 East 38th Street
Erie, PA 16546

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mercyhurst.edu

Director of Advancement Services – Prospect Research

Department: Advancement

Location: Erie

Reports to: Vice President for Advancement

Full/Part Time: Full Time

Closes: Open until filled

SUMMARY

The director oversees the University's alumni and donor database and implements the prospect management system. They also manage the gift acknowledgement process and conduct donor prospect research for the IA division. Some weekend and evening hours are required.

DUTIES AND RESPONSIBILITIES

- Oversees data management for Advancement Information System (Ellucian Colleague) including biographical records management of all alumni and donor records, gift processing management, fundraising/campaign reporting and prospect research data management.
- Serves as a liaison between Information Technology and the Advancement area
- Organizes, implements, and leads moves management system for development team.
- Attends all key development strategy meetings.
- Works closely with Business Office, oversees processing of all donations, pledges, acknowledgements, and necessary reports.
- Identifies and conducts comprehensive prospect research for new and existing prospects through utilization of resources such as Wealth Engine.
- Develops, maintains, and runs financial, analytical, and other reports for regular, systemic dissemination.
- Generates address lists and other information accessible from the database for academic departments, committees, and division staff.
- Plans and executes all activities related to prospect search and tracking in current campaign and future campaigns. (i.e. wealth screening, campaign reports, data analysis)
- Participates in donor-funded scholarship awards coordination stewardship process.
- Makes recommendations, when appropriate, to the vice president for advancement.
- Other duties as assigned by the vice president for advancement.

EDUCATION AND EXPERIENCE

- A bachelor's degree from an accredited institution of higher education required.

- At least three years' experience in nonprofit advancement services management or equivalent combination of education and experience.

KNOWLEDGE, SKILLS AND ABILITIES

- Experience should include prospect research, gift processing and information systems management.
- Strong analytical capabilities, including ability to evaluate complex prospect-related information, including demographics, financial information, etc. as well as the ability to translate/transmit that information to the Advancement staff.
- Knowledge of donor and constituent management database systems and the ability to work effectively with system administrators or programmers.
- Outstanding desktop computer skills, especially with database tools; emphasis on streamlined presentations.
- Advanced proficiency using Microsoft Word, Excel, and PowerPoint.
- Exceptional writing and oral communication skills, including demonstrated success at communicating technical information to lay audiences.

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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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.