**Director of Development**

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

**SUMMARY**
The Director of Development is responsible for leading, developing and executing advancement efforts for Mercyhurst University, which includes developing and managing relationships with gift prospects, and soliciting and stewarding major gifts to maximize philanthropic support for the university.

**DUTIES AND RESPONSIBILITIES**

- Develop and execute strategies for securing major and principal gifts focused on priority areas

- Responsible for meeting his/her individual fundraising and contact goals and will provide direction for a portfolio of major gift prospects

- Implement solicitation strategies by recommending gift opportunities, ask amounts, and giving vehicles to prospective donors.

- Provides leadership to the university in the direction and movement of its pipeline of major prospects and donors by working closely with the Assoc. VP for Advancement and VP for Advancement to ensure that fundraising goals are met

- In collaboration with others, plan and executes events related to the cultivation, solicitation and/or stewardship of major gift prospects and donors

- Develop timely reports, letters, proposals, or gift agreements following a contact

- Partner with Director of the Annual Fund to align fundraising strategies with campus priorities
• Work collaboratively, proactively, and in a professional, service-oriented manner with all University development officers to further the development goals of the University

• Perform additional duties as assigned

EDUCATION AND EXPERIENCE
• Bachelor’s degree is required

• Minimum five years of experience in institutional advancement or fundraising in higher education

KNOWLEDGE, SKILLS AND ABILITIES
• A proven track record of 5+ years of fundraising at the major gifts level;

• Experience in developing and presenting gift proposals to prospective donors.

• Excellent verbal, written, and interpersonal communication skills.

• Demonstrated ability to think strategically and creatively, work well under pressure, and manage details of several concurrent projects.

• Demonstrated ability to work effectively in a team-oriented environment.

• Must be able to travel to visit prospects and donors.

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

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 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.