



501 East 38th Street
Erie, PA
16546

814-824-2000
800-825-1926
mercyhurst.edu

Director of Philanthropy

Department: Advancement
Status: Exempt, Full Time
Closes: Open until filled

Reports To: VP for Advancement
Classification: Administrator

POSITION SUMMARY

The Director of Philanthropy serves as a senior member of the Advancement leadership team, functioning primarily as a Major Gift Officer while also providing operational support to the Vice President for Advancement. This role is responsible for managing a portfolio of high-capacity donors and prospects, advancing philanthropic commitments aligned with institutional priorities, and ensuring coordination and accountability across alumni engagement and annual giving functions.

The Director of Philanthropy plays a key role in advancing Mercyhurst University's Centennial Campaign and serves as a trusted partner to the VP in daily operations, team management, and execution of fundraising strategy.

DUTIES AND RESPONSIBILITIES

- Manage a portfolio of major gift prospects and donors, with a focus on cultivating, soliciting, and stewarding gifts at the leadership and major gift level.
- Develop and execute individualized engagement and solicitation strategies in alignment with campaign priorities.
- Conduct face-to-face and virtual donor visits; prepare proposals, briefing materials, and follow-up documentation.
- Work with the VP for Advancement on donor strategy, solicitations, and stewardship
- Maintain accurate and timely donor records, moves management activity, and reporting within the CRM.
- Support the Vice President for Advancement in day-to-day departmental operations, planning, and execution of Advancement goals.
- Provide leadership, guidance, and performance oversight for the Director of Alumni Engagement and Director of Annual Giving.
- Ensure alignment and collaboration across major gifts, annual giving, and alumni engagement strategies.
- Assist in setting fundraising goals, tracking progress, and preparing reports for senior leadership and the Board.
- Contribute to campaign planning, prospect strategy meetings, and donor engagement initiatives.
- Supervise, mentor, and evaluate direct reports, fostering a collaborative and results-oriented culture.
- Support professional development and accountability within the Advancement team.
- Work closely with athletics, academic leadership, and campus partners to identify funding priorities and donor opportunities.



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EDUCATION AND EXPERIENCE

- Bachelor's degree required; advanced degree preferred.
- Minimum of 5–7 years of progressively responsible experience in fundraising, with demonstrated success in major gifts.
- Experience supervising professional staff and leading cross-functional initiatives.

KNOWLEDGE AND SKILLS

- Strong knowledge of moves management, donor cultivation strategies, and campaign fundraising.
- Excellent interpersonal, communication, and organizational skills.
- Ability to work effectively with senior leadership, trustees, and high-capacity donors.
- Willingness to travel and work occasional evenings and weekends as required.

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 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.