



# MERCYHURST

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## UNIVERSITY

501 East 38th Street  
Erie, PA 16546

814-824-2000  
800-825-1926

[mercyhurst.edu](http://mercyhurst.edu)

## Vice President for Advancement

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

### SUMMARY

The Vice President for Advancement at Mercyhurst University serves as the Chief Advancement Officer and is responsible for designing and implementing comprehensive institutional advancement programs and recruiting and developing talented team members focused toward the ultimate goal of significantly increasing constituent involvement and fund-raising outcomes. The advancement function includes responsibility for annual fund, corporate and foundation relations, major gifts and gift planning, endowment, capital campaigns, and alumni and constituent relations efforts, stewardship, and advancement services.

### DUTIES AND RESPONSIBILITIES

- Advance the mission, vision, and short and long-term goals of the University in concert with the University President and senior administrative colleagues.
- Work closely with the President in all phases of his advancement and campaign leadership activities
- Serve as a member of the University Leadership Team and maintain close working relationships with members of the Board of Trustees and key alumni/parents/friends.
- Leads the overall fundraising strategy, including major gift fundraising activities, planned gift activities, and capital campaigns as set forth by the university's strategic plan
- Prepare for an upcoming campaign through comprehensive and effective campaign planning and execution.
- Maintain a dynamic portfolio of high-net-worth individuals and secure major, capital, and planned gifts, as well as advanced annual gifts and endowment support

- Create and execute fund raising plans that utilize best practices in annual, major, and planned gift programs to meet fundraising goals
- Serve as the staff liaison for Advancement to the Board of Trustees and the Board Committee on Advancement
- Serve as an exemplary University advocate in the community, with local leaders, religious organizations, business and corporate partnerships, and other leaders, and build relationships that closely link the community with the University
- Be active and involved in the advancement profession and keep Mercyhurst University visible among higher education peer institutions.
- All other duties as assigned by the President.

**Travel is required:** the Vice President for Advancement must be willing to travel extensively in his or her work with donors and as a representative of the University.

#### **EDUCATION AND EXPERIENCE**

- Bachelor's degree is required and master's degree is preferred
- Minimum of ten years of experience in institutional advancement or fundraising in higher education.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- The successful candidate will display a record of leadership and accomplishment in advancement with a proven track record of fundraising success, especially with campaign planning/execution and in major gift solicitations.
- Strong organizational, supervisory, and leadership capabilities are required.
- The successful candidate will document successful solicitation of numerous major and principal gifts and present a history of building advancement program and fund-raising performance.
- Exemplary interpersonal skills are essential as is the ability to affect favorably sophisticated volunteers 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.

Frequent travel for extended periods of time through multiple locations and time zones.

Office environment on campus and extensive travel domestically with occasional travel abroad.

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](mailto: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.**