



MERCYHURST

UNIVERSITY

501 East 38th Street
Erie, PA 16546
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800-825-1926
mercyhurst.edu

Assistant Vice President and Director of Philanthropy

Location: Erie

Department: Advancement

Reports To: Vice President of Advancement

Full/Part Time: full-time

Closes: open until filled

POSITION SUMMARY

The Assistant Vice President/Director of Philanthropy manages and mentors the team of advancement staff in their fundraising work. The Director of Philanthropy carries their own portfolio of current prospective donors, and oversees the team of frontline fundraisers, helping them create and manage their donor development strategies.

DUTIES AND RESPONSIBILITIES

- Manage and mentor a team of advancement staff in their fundraising work to ensure donor engagement and revenue targets are achieved.
- Collaborate with VP to develop and implement a donor-centric fundraising model across alumni relations, annual giving, major giving, and advancement services.
- Work closely with fellow senior leaders to develop fundraising strategies for top prospects.
- Create and manage a donor development strategy for own portfolio and fundraising staff; provide motivation, strategy, and structure for staff to reach fundraising goals.
- Work with colleagues to develop effective proposals and presentations for prospective donors.
- Devise and implement strategies to provide professional development for staff and to encourage the highest level of performance.

EDUCATION AND EXPERIENCE

- At least seven years of experience in a higher education/nonprofit environment that includes progressive responsibilities in fundraising.
- Bachelor's degree, required, master's degree preferred.

SKILLS AND ABILITIES

- Proven track record of soliciting and securing five-figure-plus gifts.
- Familiarity with and conversant in planned giving opportunities and various planned giving vehicles.
- Proven leadership and management experience and ability to mentor within the Advancement team.
- Ability to establish credibility and confidence with stakeholders.
- Proven success in managing giving programs and achieving fundraising or similar business development objectives.
- Proficiency in using fundraising databases and other related software.
- Demonstrated success in cultivating, soliciting, and stewarding major donors, resulting in significant philanthropic support.
- Strong interpersonal skills and ability to build rapport with diverse constituencies, including high-net-worth individuals, corporate executives, and community leaders.
- Solid organizational and project management skills; ability to handle multiple priorities and meet deadlines.
- Excellent written and verbal communication skills, with the ability to craft compelling narratives and articulate a case for support.
- Demonstrated strong computer skills, including proficiency with Microsoft Word, Excel, and PowerPoint for correspondence, special reports, spreadsheets, databases, forms, etc.
- Commitment to the mission and values of Mercyhurst University, with a passion for higher education.

This position requires a high degree of discretion and tact, and the ability to manage and prioritize multiple competing projects and deadlines. This position requires frequent travel, and some weekend and evening hours are necessary.

APPLICATION PROCESS

Review of applications will begin immediately and continue until the position is filled or until the 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 based on 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