



Director of Advancement Services

Department: Advancement

Location: Erie

Reports to: Vice President for Advancement

Full/Part Time: Full Time

Closes: Open until filled

SUMMARY

The Director of Advancement Services is responsible for data management and integrity, gift acceptance, processing and administration, and supervision of staff responsible for the execution of the University's comprehensive advancement services program. The director will oversee gift accounting, recording, and receipting, and preparation of various giving reports. Collaborates with other members of the Advancement team, and serves as liaison to the Finance Office, Office of the President, and other units across campus to provide gift and compliance reports.

DUTIES AND RESPONSIBILITIES

- Oversee data management for Advancement Information System (Ellucian Colleague) including biographical records management of all alumni and donor records, gift processing management, and fundraising/campaign reporting.
- Review and develop advancement services program to support increased fundraising activity through development of strategic policies, processes, and procedures.
- Assist in campaign planning and manage activities in the areas of analysis, key metrics, and building a robust donor prospect pool.
- Provide support to the University Advancement staff by overseeing or assisting with the creation and distribution of reports and constituent lists.
- Ensure staff is trained in the proper use of the database, by developing and implementing policies to guide data entry.
- Lead the exploration and implementation of Raiser's Edge database.
- Serve as a liaison between Information Technology and the Division of University Advancement.
- Responsible for oversight of gift processing, including all donations, pledges,

acknowledgements, and necessary reports.

- Interface with the Finance department on audit reporting, reconciling monthly giving income and reports for the Board of Trustees.
- Review, interpret, and advise staff of policies and procedures.
- Responsible for documentation and regular updates to procedures manual.
- Oversee the creation of statistical visualizations using Tableau and/or Power BI or similar software.
- Oversee and maintain online giving forms on GiveCampus and/or NetCommunity.
- Oversee and manage the data imports of new constituents into CRM.
- Coordinate and oversee the maintenance of physical and digital file back-ups.
- 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.
- Prior experience working with Raiser's Edge CRM preferred.
- Prior experience with database migration preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Experience should include knowledge of advancement services operations, 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.
- Knowledge and understanding of IRS regulations as related to donations/gifts.
- Outstanding 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.

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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Candidates must be currently eligible to work in the United States