



MERCYHURST

UNIVERSITY

501 East 38th Street
Erie, PA 16546
814-824-2000
800-825-1926
mercyhurst.edu

Gift Officer

Location: Erie

Department: Advancement

Reports To: Vice President of Advancement

Full/Part Time: full-time

Closes: open until filled

POSITION SUMMARY

Mercyhurst University is seeking a Gift Officer to join a dynamic and energetic Advancement team. The ideal candidate will be hard-working, well-spoken, motivated, dedicated, and will possess a strong desire to succeed.

DUTIES AND RESPONSIBILITIES

- Work with Advancement team members on corporate partnerships to include sponsorship and other activities related to long-term relationship building.
- Work with Advancement team on special project fundraising to include small to moderate sized projects for academic, athletic, or student life units in consultation with appropriate vice presidents or their designees.
- Identify and propose other strategic initiatives as the need becomes apparent.
- Contribute to the overall success of the Mercyhurst University Advancement by performing other essential duties and responsibilities as assigned.
- Aid the Grant officer on researching new grant opportunities, cultivate relationships with foundations and other Grantmakers, and other assistance to increase efficiency of Grant Office in general.
- Represent Mercyhurst at events and within the community

EDUCATION AND EXPERIENCE

A bachelor's degree is required. Master's degree preferred.

SKILLS AND ABILITIES

- Be a team player with excellent interpersonal skills
- Effective writing and communication skills.
- Occasional driving and overnight travel required.

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

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 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