



Vice President for Advancement and External Relations

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

SUMMARY

The Vice President for Advancement and External Relations 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 with the ultimate goal of significantly increasing constituent involvement and fund-raising outcomes. The advancement function includes responsibility for annual fund, government, 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

University Leadership

- Advances the mission, vision, and short and long-term goals of the University in concert with the University President and senior administrative colleagues.
- Works closely with the President in all phases of advancement and campaign leadership activities.
- Serves as a member of the University Leadership Team and maintains close working relationships with members of the Board of Trustees and key alumni/parents/friends.
- Serves as the staff liaison for Advancement to the Board of Trustees and the Board Committees on Advancement and Governance.
- Serves as an exemplary University advocate with local leaders, religious organizations,

businesses, non-profit organizations, and other leaders, and builds relationships that closely link the community with the University.

- Leads overall government, foundation, and corporate relations strategies, including grants activities, working in concert with the President and key University leaders.
- Remains actively involved in the advancement profession.

Fundraising

- Leads the overall fundraising strategy and all fundraising activities, consistent with the university's strategic plan. Creates and executes fundraising plans that utilize best practices to meet fundraising goals.
- Leads upcoming Centennial Campaign through comprehensive and effective campaign planning and execution.

Donor relations

- Maintains a dynamic portfolio of high-net-worth individuals and secures major, capital, and planned gifts, as well as advanced annual gifts and endowment support.
- Cultivates relationships with major donors, alumni, corporations, foundations, and other potential sources of fundings.
- Stewards existing donors, prospects new donors, and maintains ongoing communication to keep donors and prospects engaged with the University's mission and activities.

Alumni relations

- Oversees efforts to reinvigorate and broaden the national Alumni Association and the Alumni Board.
- Oversee efforts to engage and involve alumni in the life of the University, especially with activities related to the upcoming Centennial Celebrations in 2026-27.

Departmental Leadership

- Oversees the budget for the advancement office, ensuring that resources are allocated effectively and efficiently to support fundraising activities, events, and initiatives.
 - Ensures that all fundraising and grants activities comply with relevant laws, regulations, and ethical standards. Upholds the highest standards of integrity and transparency in all interactions with donors and other stakeholders.
- All other duties as assigned by the President.

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

EDUCATION AND EXPERIENCE

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

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 skills are required, along with exemplary supervisory and leadership capabilities, characterized by humility, confidence, and compassion.
- 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 and communications 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 position, 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 and 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

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 eligible to work in the United States.