



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

businesses

## EDUCATION AND EXPERIENCE

- Bachelor's degree is required; master's degree 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

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:

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