



501 East 38th Street
Erie, PA 16546

814-824-2000

800-825-1926

mercyhurst.edu

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.

- € 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.

