



Job Description

Job Title:	Development Officer	Department:	Institutional Advancement
Division:		Exempt/Non-Exempt Status:	Exempt
Position Number:	A00190	EClass:	
Reports To:	Chief Advancement Officer	Salary Grade:	
Effective Date:	Nov. 1, 2023		

Job Summary:

Essential Job Functions & Responsibilities:

Every effort has been made to identify the essential functions of this position. It in no way states or implies that the responsibilities listed are the only duties required to perform in this position. The omission of specific statements of duties does not exclude them from the position responsibilities if the work is similar, related, or is an essential function of the position.

Mercy University is seeking a Development professional to focus on the cultivation and solicitation of donations from individuals, family foundations, corporate/private foundations, Advisory Boards and new relationships to the University. This will be accomplished through face-to-face visits, interaction at events, and regular communication with prospects using telephone, email and direct mail correspondence.

Responsibilities:

- Cultivate and solicit gifts from new and existing relationships.
- Manage relationships of prospects by identifying, qualifying, cultivating, soliciting and stewarding donors.
- Monitor all prospect contacts to ensure positive and purposeful donor relations.
- Determine when to involve the President, Trustees, Chief Advancement Officer, other senior staff, Deans and faculty in closing the ask.
- Work collaboratively and strategically with the Chief Advancement Officer, other fundraising professionals, faculty, and campus leaders on giving opportunities.

Required Skills & Experience:

- 5 to 7 years experience in Development
- Successful track record in making cold calls as well as developing cultivation and solicitation strategies
- Proficient in Raiser's Edge system or similar data base
- Lead by example in adhering to the highest ethical standards; reflect optimistic and positive attitude, convey sensitivity to needs of the donors and maintain donor confidentiality

- Excellent interpersonal skills
- Proven track record of building donor relationships and closing gifts
- Ability to take initiative, think strategically, problem solve and collaborate
- Excellent written, public speaking and interpersonal skills

Education Requirements:

- Bachelor's degree required

Physical/Other Requirements:

- Travel to regional events

Salary range:

\$75,000-85,000

To apply:

<https://www.schooljobs.com/careers/mercyedu/jobs/4299509/development-officer?page=1&pagetype=jobOpportunitiesJobs>