



501 East 38<sup>th</sup> Street  
Erie, PA 16546  
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800-825-1926  
[mercyhurst.edu](http://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

- x Be a team player with excellent interpersonal skills
- x Effective writing and communication skills.
- x 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](mailto:hrinfo@mercyhurst.edu)

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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**