



Clarion University Foundation, Inc.

INVITES APPLICATIONS AND NOMINATIONS FOR A  
**DEVELOPMENT OFFICER**

CLARION, PENNSYLVANIA

# DEVELOPMENT OFFICER SEARCH



## Mission Statement

The mission of Clarion University Foundation, Inc. is “to provide financial and other support deemed necessary and appropriate to strengthen the well being of Clarion University and the total Clarion University community.”

**Clarion University Foundation, Inc.**, a not-for-profit 501(c)(3) charitable organization supporting Clarion University of Pennsylvania, invites applications from experienced fundraisers to serve as a **Development Officer**. Reporting to the Foundation’s Director of Development, the Development Officer is responsible for securing financial support at the major gift level for Clarion University of Pennsylvania.

## Requirements

A Bachelor’s degree and three years of fundraising/development or sales-related experience are required. Higher education experience preferred. Will strongly consider transferable skills. Other requirements include:

## The Opportunity

Clarion University of Pennsylvania is a high-achieving, nationally recognized, comprehensive university. Its main campus is in Western Pennsylvania, one of the state’s most scenic areas.

The Development Officer serves as a primary fundraiser for a large University operating unit. This officer holds a key role in securing significant gifts that can enhance the institution’s ability to achieve its goals and accomplish its mission.

The Development Officer is responsible for developing, initiating, cultivating, securing, and acknowledging major gifts of \$25,000 and greater as well as annual fund gifts of lesser value to Clarion University Foundation, Inc. in support of Clarion University. This work is performed in a fast-paced, high-energy work environment.

Other responsibilities include:

- Assisting with the development plan involving the deans of the university in fundraising efforts
- Identifying potential donors through computer research, current donors, professional organizations, and volunteers, etc.
- Assisting with all major fundraising, stewardship, and cultivation events
- Managing meetings, both internal and external, effectively to achieve stated objectives
- Maintaining and documenting timely travel and business-related expenses at budgeted levels
- Following and supporting organizational policies and procedures
- Developing and maintaining appropriate computer tracking data files in a timely manner using Raiser’s Edge

- A track record in meeting or exceeding annual contact goals
- Experience in developing and maintaining appropriate computer tracking data files in a timely manner
- Successful experience in initiating, writing, and delivering proposals and presentations
- Working knowledge of, and ability to provide information on planned giving and estate planning to prospects
- Effective communication skills, both oral and written
- Strong organizational skills
- Ability to work effectively and in a cooperative manner with all Foundation and University employees and constituencies
- Professional behavior and manner that is consistent with organizational values

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- A valid Pennsylvania driver's license obtained and maintained
- Ability to travel the Western Pennsylvania region weekly
- Ability to work evenings and weekends, as needed
- Ability to lift 25 pounds

## The Foundation

Organized in 1969, the Clarion University Foundation, Inc. is a not-for-profit corporation and 501(c)(3) organization of the Commonwealth of Pennsylvania. Governed by a 17-member board, the Foundation was formed to "promote educational purposes in connection with or at the request of Clarion University."

The operation of the Foundation, establishment of policies, acquisition of resources, stewardship of assets and management of endowment funds are directed by the Board of Directors of

the Foundation and are carried out by the Foundation Staff. The Foundation has an endowment of more than \$30 million.

In March, the University and the Foundation announced they are moving toward their largest campaign in history and have named a Campaign Steering Committee.

## Clarion University of Pennsylvania

Founded in 1867, Clarion University of Pennsylvania specializes in preparing students for professional careers in fields such as education, business, nursing, and science. Clarion enrolls more than 6,000 students from 48 states and 22 countries.

The University has three colleges: the College of Arts, Education and Sciences; the College of Business Administration and Information Sciences, and Venango

College, which houses the School of Health Sciences. Offering more than 100 undergraduate and graduate academic programs and an 18-to-1 student-to-faculty ratio, Clarion leads the Pennsylvania State System of Higher Education in the number of academic programs with the nation's top accreditation. Internship and study abroad opportunities are available to broaden students' horizons.

There are more than 140 student organizations, including 8 fraternities and 8 sororities. Nearly 26 percent of the students live on campus.

In addition to the historic campus in Clarion, the University operates the 64-acre Venango campus, located in the historic Oil Valley region. The Venango campus offers two-year stand-alone associate degrees in 11 academic disciplines. It also offers select baccalaureate and master's degrees. The College is home to the



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University's School of Health Sciences and the Department of Justice, Law, Technology, and Liberal Arts.

Beyond learning in a classroom setting, Clarion offers numerous online degree programs. Associate, baccalaureate, graduate, and doctorate degrees, as well as certificate and special program, are available through Clarion Online.

Clarion's intercollegiate athletic program includes football, basketball, baseball, wrestling, golf, track, cross country, swimming, tennis, soccer, softball, and volleyball. National champions have been crowned in wrestling, swimming, basketball, baseball, gymnastics, and bowling.

## Clarion, Pennsylvania

Clarion's 100-acre campus is located in western Pennsylvania in Clarion Borough. The quintessential American small town, Clarion was named Pennsylvania's "Outstanding Community" in 1997.

The number one employer in Clarion County with 800 employees, the University plays an active role in the community. Its biotechnology center is an incubator where new ideas and research are explored, with the chance to jump start new industries in the region. The borough has more than 6,000 residents, with Clarion County numbering nearly 40,000. The community includes a historic main street, specialty shops, restaurants, a mall with a state-of-the-art movie theater, and a hospital.

Recognized as the "Autumn Leaf Capital of the World," Clarion is regarded as one of the top outdoor recreational areas in Pennsylvania. With



*The Seifert-Mooney Center for the Advancement of Clarion University houses the offices of Advancement, Alumni Relations, Clarion University Alumni Association and Clarion University Foundation, Inc.*

a backdrop of rolling wooded hills, the Clarion community offers canoeing, horseback riding, camping. For those who love winter activities, 12 miles of snowmobile trails, ice skating, and cross-country ski trails are available in

Cook Forest State Park, which attracts 800,000 visitors annually.

The community is within an hour and a half of Erie and Pittsburgh, Pennsylvania, and Youngstown, Ohio.

## Nomination and Application Process

Confidential inquiries are welcomed, and nominations are invited.

- 1. To Apply** - Applications must include a letter of interest, resume, at least five references with full contact information. References will not be contacted without consent from applicants.
- 2. As part of your application packet**, submit your answers to the questions at: [www.myersmcrac.com/skins/userfiles/file/MMQuestions.pdf](http://www.myersmcrac.com/skins/userfiles/file/MMQuestions.pdf)
- 3. Submit applications to: [Clarion-DO@myersmcrac.com](mailto:Clarion-DO@myersmcrac.com)**

Review of materials begins immediately. For best consideration, application materials should be received by **October 12, 2015**.

Nominations should include contact information for the individual being nominated. Submit nominations to the email provided above.

**Kenny Daugherty**, Executive Vice President and COO of **Myers McRae Executive Search and Consulting** is assisting Clarion University Foundation, Inc. with this search.



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*Clarion University Foundation, Inc., is an equal opportunity employer.*