



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.

## The Opportunity

The Development 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-pace, high-energy work environment.

Other responsibilities include:

- 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

## 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:

- 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
- A valid Pennsylvania driver’s license obtained and maintained
- Ability to frequently travel regionally and nationally

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- 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.

## Clarion University of Pennsylvania

Founded in 1867 and boasting more than 150 years of providing exceptional educational opportunities for students, Clarion University specializes in preparing students for professional careers in fields including education, business, the arts, the sciences, and health and human services.

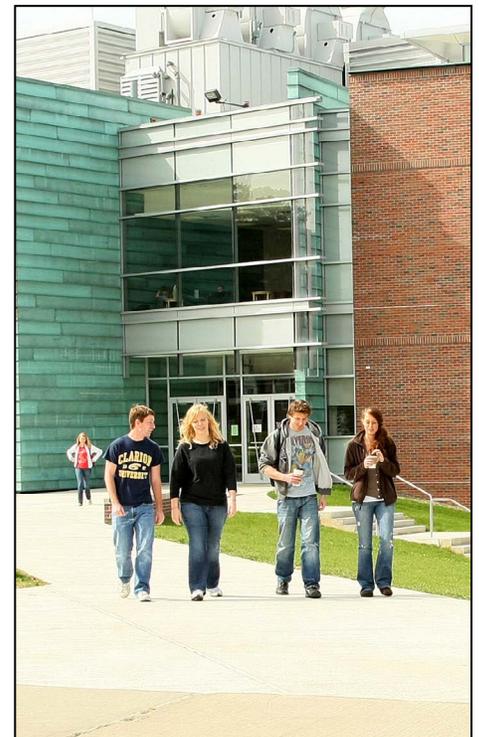
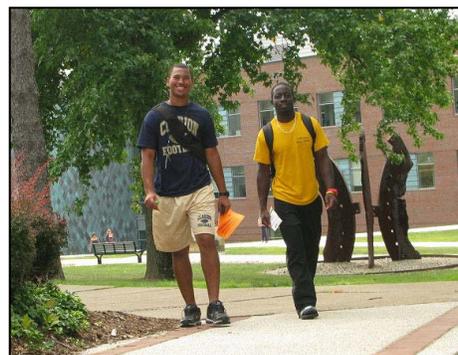
Enrolling more than 5,200 students from 44 states and 11 countries, Clarion University’s diverse academic portfolio includes 97 certificate, associate, baccalaureate, master’s and doctorate degree programs, 60 minors, and 16 teacher certification programs offered both online and on-ground across two state-of-the-art campuses.

Clarion University is a proud member of Pennsylvania’s State System of Higher Education — a university

system that values collaboration and coordination in the delivery of high-quality educational opportunities across the commonwealth. The State System is Pennsylvania’s largest provider of higher education, serving more than 100,000 students through 14 universities.

Students embrace learning at the university’s scenic Clarion campus, which has evolved since its seminary beginnings in 1867; at the growing Clarion University-Venango campus, located in Oil City; Clarion University -Pittsburgh site; and through Clarion Online, which allows students to fit education into busy lives wherever they are.

In addition to their academic study, Clarion University students also enjoy enriching personal lives. With more than 130 student organizations, including academic, athletic, intramural, Greek, political,



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multicultural, service, and special interest groups, students become unique individuals and leaders at Clarion. Through these experiences, Clarion students interact with other students from across the country and around the world.

## 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



*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.*

Capital of the World," Clarion is regarded as one of the top outdoor recreational areas in Pennsylvania. With a backdrop of rolling wooded hills, the Clarion community offers canoeing, horseback riding, and 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.

## Applications and Nominations

Confidential inquiries are welcomed, and nominations are invited.

### 1. To apply, submit:

- Letter of interest
- Current resume
- At least five references with full contact and e-mail information. (References will not be contacted without the applicant's consent.)

2. **Submit application materials to [Clarion@myersmcrac.com](mailto:Clarion@myersmcrac.com).** Applications will be accepted until the position is filled.

**Submit nominations to [Clarion-nominate@myersmcrac.com](mailto:Clarion-nominate@myersmcrac.com)** with full contact and e-mail information for the individual being nominated.

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



515 Mulberry Street, Suite 200  
Macon, Georgia 31201  
(478) 330-6222 | [www.myersmcrac.com](http://www.myersmcrac.com)



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