POSITION ANNOUNCEMENT

TITLE: CAMPAIGN PROJECT MANAGER

DEPT: ADVANCEMENT

REG ☐ TEMP ☑ FULL TIME ☐ PART TIME ☑

STARTING RATE or SALARY RANGE $20,000
Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

INTERNAL POSTING THROUGH: Concurrent* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB DUTIES:
The Office for Advancement seeks a highly organized individual with excellent communication and interpersonal skills to manage the project support for the university's comprehensive fundraising campaign. The Campaign Project Manager job duties include:

- Provide support/follow up/reminders to fundraising leadership for assignments and meetings
- Coordinate campaign activities with other fundraising activities
- Create all materials related to internal planning sessions and Campaign Cabinet meetings including agendas, reports, budget updates, meeting minutes and notes, campaign updates, and correspondence
- Oversee the development and distribution of all campaign materials (brochures, letterhead, videos, pledge forms, etc.)
- Set up prospect lists and manage committed/pending/will seek documentation and ongoing updates
- Coordinate the Foundation application calendar to ensure all grants (and reports) are filed on a timely basis
- Coordinate campaign correspondence with Advancement team
- Manage and report on the overall campaign budget
- Assist in the development and tracking of campaign naming opportunities

REQUIRED QUALIFICATIONS:
Must have professional demeanor, ability to deliver on deadlines, and enjoy working with people. Must be fluent with the MS-Office suite (specifically MS-Word and MS-Excel) and Google Apps (Gmail, Google Calendar, Google Docs, and Google Drive). Post high school education required (Certificate Program, Associate’s degree), Bachelor’s degree preferred. Professional office or management experience required, Higher Education experience desired.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 135, Socorro, NM 87801-4796