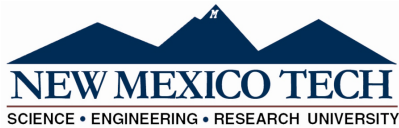


Posted: August 15, 2022



POSITION ANNOUNCEMENT

TITLE: DONATIONS AND ENDOWMENTS SPECIALIST **DEPT:** ADVANCEMENT

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE: \$41,600

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

***INTERNAL POSTING THROUGH:** August 23, 2022* 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:

Under general supervision, manage donation processes for all donations to New Mexico Tech and the New Mexico Tech Foundation. Enter and maintain accurate donor and financial records. Donation and endowment reporting. Assists with Banner certifications, audit reports and Raiser's Edge queries. Serve as a liaison with University faculty and staff to ensure proper awarding of endowed scholarships. Assist in drafting endowment agreements. Serve as the primary contact for donors with questions about existing endowments. Assist in managing and developing NMT and the NMT Foundation's stewardship practices. Other duties as assigned

REQUIRED QUALIFICATIONS:

Bachelor's degree in accounting, business administration, public administration, business management or other relatable degree required. Will consider someone enrolled in final year of degree program who has applicable work experience. MS Excel, MS Word, Gmail, Google Calendar, and Google Drive proficiency required. Expertise in using spreadsheets, databases, and word processing applications required. Extraordinary attention to detail, professional judgement and discretion and organizational skills required. Strong verbal and written communication skills required. Commitment to security of records both digital and hard copies required.

Apply to: nmtjobapps@npe.nmt.edu OR NMT/ HR 801 Leroy Place Box 133, Socorro, NM 87801