POSITION ANNOUNCEMENT

TITLE: MAJOR GIFTS OFFICER

DEPT: ADVANCEMENT

REG ☑ TEMP ☐ FULL TIME ☑ PART TIME ☐

STARTING RATE or SALARY RANGE: Negotiable at Paygrade
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:
This position is responsible for major gifts fundraising (>10K per donation) for the university. The Major Gifts Officer will identify potential donors (alumni, corporations, foundations, families, and other community leaders), create and implement outreach strategies, draft and present funding proposals, establish meaningful contact with potential donors, solicit donations, maintain intentional relationships with donors and potential donors, and conduct appropriate stewardship for donors with post-gift follow-up. The Major Gifts Officers will be expected to develop and manage a large portfolio of 100-125 donors with annual results of more than $500K. This position requires outstanding verbal and written communication abilities, as well as highly developed interpersonal skills. The Major Gifts Officer will utilize Raiser’s Edge software to conduct research and maintain accurate donor records and fundraising data. This position includes significant travel to visit donors and potential donors, and to host alumni receptions in non-local cities.

REQUIRED QUALIFICATIONS:
Bachelor’s degree required. Minimum of 3 years’ experience as a Major Gifts Office required. Proven track records of soliciting and securing donations up to six figure range required. Success building a donor portfolio that generates a minimum of $500K annually required. Experience using fundraising and constituent relationship management software (preferably Raiser’s Edge) required. Outstanding interpersonal and communication skills required.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 156, Socorro, NM 87801-4796