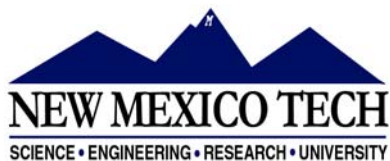


Posted: January 22, 2010



POSITION ANNOUNCEMENT

TITLE: ADVANCEMENT DIRECTOR/KARST RESEARCH INSTITUTE

DEPT: RESEARCH & ECONOMIC DEVELOPMENT/NCKRI

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$50,000.00 - \$63,000.00

JOB DUTIES:

Administers the Advancement Program of the Institute to develop additional funds and other support that will build programs and partnerships at all levels to sustain and further the program and the goals of the Institute. The program will involve promotion of the varied, complex, and often misunderstood natural features studied by the Institute. The duties of this position are demanding and require highly imaginative thinking, initiative, and sound judgment. The work requires performing tasks that are diverse, may include a wide range of projects, and working with a number of professional disciplines related to cave and karst systems and resources. Many activities will require the development of unique or innovative solutions. This position plans, supervises, executes, and evaluates advancement activities for the Institute and all of its programs. The activities include but are not limited to development (fundraising), marketing, government appropriations, endowment creation, public relations, grants, bequests, special events, and public information through timely and state-of-the-art production of print, audio, video, and/or digital media. Coordinates with other Institute program directors as needed to assure all advancement materials and activities are accurate, and to focus activities as needed to support the Institute's programs. Conducts advancement activities in support of and in cooperation with Institute partners.

REQUIRED QUALIFICATIONS:

Bachelor's degree in Business, Business Management, or related field. Must have five (5) years experience in conducting and developing activities and related programs that include advancement, marketing, fund raising, gift processing and acknowledgement, prospect management, biographical and related data maintenance. Experience in supporting science and environmental programs is highly desired. Knowledge of formal advancement, marketing, fund raising, and related practices and concepts is required. Understanding of current trends and technologies in advancement, marketing, fund raising, and related methods and theory is required. Understanding of advancement, marketing, fund raising, and related methods for international to local and organizational to individual audiences, and the ability to effectively apply that knowledge to those audiences is required. Ability to establish and maintain cooperative relations with international to local agencies, organizations, businesses, and individuals in the public and private sector to develop advancement opportunities is required. Ability to directly solicit major gifts is required. Ability to travel frequently and for extended periods is required. Knowledge of scientific and environmental concepts and advancement practices for science and environmental-based organizations is highly desired. Knowledge of 501 (c) (3) organizations and their advancement practices is highly desired. Knowledge of State and Federal legislative and budget processes and grant and contracting programs is highly desired. Demonstrated ability to manage financial and human resources is highly desired. Ability to communicate effectively orally and in writing, including a history of skillful public speaking and successful grant-writing experience is highly desired. Proficiency with Microsoft Word, Excel, Outlook, and PowerPoint, advancement software, at least one graphics program, and with the Internet and other media capabilities used to transmit advancement materials to broad national and international audiences are highly desired. Experience designing and developing various advancement, marketing, and promotional products, such as fund raising menus, CD-ROMs, exhibits, publications, television and video programs, websites, etc. is desired. Experience in safely working in and traversing diverse outdoor environments, especially in caves, is desired. Must be able to deal professionally, pleasantly, and diplomatically with others.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 007, Socorro, NM 87801-4796