POSITION ANNOUNCEMENT

TITLE: MAJOR GIFTS OFFICER
DEPT: ADVANCEMENT

REG ☑ TEMP ☐ FULL TIME ☑ PART TIME ☐

STARTING RATE or SALARY RANGE: $50,000 - $56,000
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:
Identifies, cultivates, solicits and stewards donors and potential donors including alumni friends, corporations and foundations. Maintain current accurate databases – specifically Raiseri’s Edge. Must have excellent written and verbal communication skills and the ability to form relationships. Identifies potential donors, prepares outreach plan, formulates and writes proposals, solicits donations and follows up with proper stewardship. This position requires regular hosting of Alumni receptions. Significant travel required in this position. Manages a large portfolio of donors. Will also assist with all events, fundraising campaigns and publications as needed. Other duties as required.

REQUIRED QUALIFICATIONS:
Bachelor’s degree required. 3-5 years proven track record of fundraising or equal experience required. Excellent interpersonal skills required. Prospect research experience desired.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 078, Socorro, NM 87801-4796