

## Advancement Staff

**Director (FT):** Responsible for the direction and executive oversight of the department, including supervision of professional and hourly staff, leadership for all fundraising efforts, and donor stewardship. Carries a portfolio of 100+ donors, travels extensively to meet with donors and build relationships, and is responsible for securing donations in the six to seven figure range. Also serves as Executive Director to the NMT Foundation.

**Administrative Coordinator (FT):** Responsible for conducting the daily office business practices for the department, including answering the phone and emails, processing and tracking purchasing and accounts payable forms. Also functions as PA to the Director.

**Associate Director (FT):** Responsible for the daily operations of the department and oversight of data collection. Leads the direct mail and digital campaigns, provides oversight for all other campaigns, and develops and manages a foundation grants portfolio. Also serves in half time capacity as Major Gifts Officer with a portfolio of 200+ prospects and donors.

**Assistant Director for Alumni Relations (FT):** Responsible for the long-term task of growing a more connected alumni network and fundraising pipeline through communications and events. A position with a sustained, long-term focus on developing alumni relations to create new programs (for current students/class gifts; for young alumni, and for alumni recruiting) and increasing communications and alumni interactions.

**Donations and Endowments Specialist (FT):** Responsible for all aspects of donation payments received by the department and the Foundation, including accepting, processing, and reporting donations. This position is responsible for annual reports to donors (endowment and scholarship recipient reports) and works closely with Financial Aid, Cost Accounting, and academic departments to ensure that endowments are administered correctly and according to donor wishes.

**Campaign Project Manager (FT):** Responsible for Comprehensive Campaign coordination and management of forms (development and distribution), campaign calendars, meetings (planning, agenda, notes), reports, and tracking campaign components.

**Database Manager & Technical Editor (FT):** Responsible for the Raiser's Edge database: monitors data input and output, develops standard operating procedures, and ensures that report data are accurate and reproducible. Responsible for the publication of the Gold Pan alumni magazine and other technical documents.

**Events Coordinator (FT):** Responsible for creating, organizing and executing on and off campus Presidential and Advancement events. Oversees and coordinates all Deju University House events and coordinates all details of Commencement. Responsible for maintaining a positive relationship with NMT's alumni and donors at receptions, events, and trips.

**Major Gifts Officer (FT):** Responsible for major giving and expected to spend most of their time building donor profiles, doing outreach to potential donors, meeting with donors to build relationships, and finding opportunities for donors to give. Responsible for developing and maintaining a portfolio of 200+ donors and to secure gifts valued in the range of six to seven figures. The Major Gifts Officer attends all Advancement events at NMT and hosts alumni receptions.

**Multimedia Manager (FT):** Responsible for creating video and graphics content for Advancements fundraising and communications pieces. Develops and enhances media marketing and social media for Advancement.