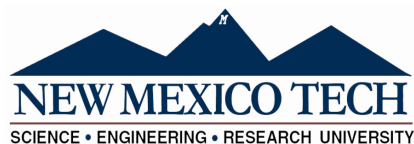


Posted: June 3, 2026



POSITION ANNOUNCEMENT

TITLE: ADVANCEMENT OFFICER/DONATIONS AND ENDOWMENTS

DEPT: ADVANCEMENT

REG **TEMP** **FULL TIME** **PART TIME**

STARTING RATE or SALARY RANGE \$50,000 - \$55,000

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

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: 06/11/2026* 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 SUMMARY:

The purpose of this position is to support and strengthen New Mexico Tech's advancement and donor stewardship efforts through the accurate processing and acknowledgment of gifts, effective management of scholarship and endowment funds, and maintenance of donor and gift data integrity. This position ensures philanthropic funds are administered in accordance with donor intent and university policies, supports meaningful donor stewardship and communication efforts, and helps maintain donor confidence in the university's management and stewardship of charitable contributions.

JOB FUNCTIONS:

Donations processing and gift acknowledgement and support

Scholarships and endowments management and support

Other duties as assigned

REQUIRED QUALIFICATIONS:

Bachelor's Degree in any area but preference for business administration, accounting, or communications. Communication skills: Demonstrated ability to communicate (written and verbal) effectively and accurately with donors and NMT constituents. Detail-oriented and process-driven: Outstanding attention to detail with a systematic approach to managing workflows and ensuring accuracy. Project management experience: Ability to develop, implement, and oversee complex processes while juggling multiple priorities and deadlines. Proficiency with databases: Proficiency with donor databases or constituent relationship management (CRM) tools, with the ability to effectively utilize technology to support stewardship efforts. Google Workspace experience: Experience using Google Suite tools (Docs, Sheets, Slides, Drive, and Gmail) for collaboration and productivity. Proficiency in Microsoft Office Suite: Advanced skills in Microsoft Word (including complex mail merges), Excel, PowerPoint, and Outlook. Confidentiality and judgment: Demonstrated ability to handle

sensitive information with discretion and make sound decisions on complex and confidential matters. Problem-solving and initiative: High level of resourcefulness and critical thinking, with a proactive approach to identifying and resolving challenges. Quantitative and financial aptitude: Ability to work accurately with numerical data, reconcile gift and scholarship fund information, interpret financial and donor reports, and maintain accuracy in gift processing and endowment management.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	O
30 - 50 pounds	S
50 - 100 pounds	
100 + pounds	

PHYSICAL DEMANDS:

Standing 10%	Sitting 80%	Walking 10%	Pulling
Pushing	Lifting	Stooping 5%	Kneeling 2%
Crawling	Climbing	Reaching 5%	Other

Apply to: nmtjobapps@npe.nmt.edu