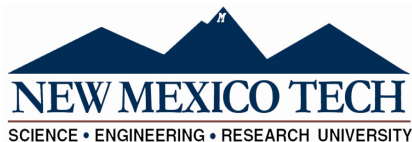


Posted: April 15, 2026



POSITION ANNOUNCEMENT

TITLE: ASSOCIATE DIRECTOR

DEPT: ADVANCEMENT

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$95,000 - \$99,500

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: 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 SUMMARY:

Associate Director manages facets of the Advancement team, conducts operations management and is also front line fundraiser. This position also plays a central role with the NMT Foundation.

As a supervisor for the Advancement team, duties will be multifold: guide and mentor team, especially those who are "support" team members (Donor stewardship, database, researchers, etc) Office management during Director's absence: signatory on Advancement paperwork, approving payroll, supervising staff, attending BOR meetings, cabinet meetings etc.

Operations management: Signatory of Advancement paperwork, approving payroll, supervising staff, attending BOR and Presidential Cabinet meetings, during Director's absence, On a daily basis, oversee budget spending, oversee database processes, reconcile month end numbers, assist with the production of reports for the President, approve purchasing card expenditures, assists with the creation of new policies and procedures, assists with the oversight of endowment spending.

Foundation Duties: Prepare documents for board meetings as needed, report on budget related items, responds to inquiries from board members, assists with meeting agendas and predatory work, attend Foundation Board meetings.

Development Officer: responsible for donor portfolio management--prospect research and qualification, donor cultivation, soliciting donations, setting up gift/ endowment funds, ongoing stewardship. Will maintain a portfolio of 80+ prospects in portfolio. Works to secure gifts of \$10K and higher, secure pledges and planned gifts. Will also work to develop relationships with corporations and foundations to bring in sponsorships, gifts, internships etc.

Travel is required, evening and weekend work also required.

JOB FUNCTIONS:

Development officer: Donor: responsible for donor portfolio management--prospect research and qualification, donor cultivation, soliciting donations, setting up gift/ endowment funds, ongoing stewardship. Will maintain a portfolio of 80+ prospects in portfolio. Works to secure gifts of \$10K and higher, secure pledges and planned

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REQUIRED QUALIFICATIONS:

Bachelor's Degree in any area will applicable skills. Database familiarity. Supervisory Experience. Budget and program operations experience (development and oversight). Excellent verbal and written communication skills; excellent interpersonal skills. External communications experience---that ability to "sell" NMT to people off campus, and the ability to meet strangers and adjust accordingly; the ability to deal with all types of constituents. Excellent organizational skills---the ability to turn in paperwork in a timely manner.

DESIRED QUALIFICATIONS:

Familiarity with NMT, its faculty, students, academics and research.

LIFTING REQUIREMENTS:

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

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

PHYSICAL DEMANDS:

Standing 50%	Sitting 50%	Walking 40%	Pulling
Pushing	Lifting	Stooping	Kneeling
Crawling	Climbing	Reaching	Other

Apply to: nmtjobapps@npe.nmt.edu