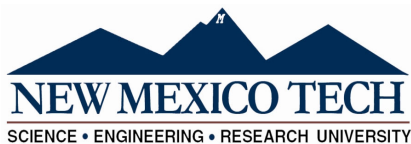


**Posted:** September 12, 2023



## POSITION ANNOUNCEMENT

**TITLE:** DATABASE AND BUSINESS MANAGER

**DEPT:** ADVANCEMENT

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE** \$50,000-\$60,000

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:** September 20, 2023\* 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 Database and Business Manager for the Office for Advancement and Alumni Relations plays a critical support role for Advancement's fundraising program and oversees the business aspect of the Office for Advancement and the New Mexico Tech Foundation. This position oversees all aspects of Advancement's Blackbaud Raiser's Edge (RE) database. These duties include but are not limited to: monitoring, maintaining and updating database of 17,770 constituent, fund, gift and event records; build and run queries as needed; update and and run reports monthly and annually, and some as needed; accurate reporting of all gifts (cash, credit card, pledges and planned giving) Process AddressFinder (quarterly) and Deceased/Email/Phone Finder (annual) updates; Annual target Analytics (TA); analysis review meetings; process annual contract payment purchase requisition and purchase order; stay up to date with RE developments; Develop new processes to improve user results and train appropriate users; develop/adopt new processes to improve user results; train new employees as needed. With RE component--NXT duties include much the same as with RE. Another component of RE is Netcommunities. These duties include: processing new member; creating and processing event registrations; uploading photos and documents as needed; the creation of giving pages; the creation and updating of mailing lists; email blasts for constituents; and also training of new employees as needed.

The Database and Business Manager will also be responsible for processing donations and accurate reporting of donations in to the database. Manager will also create monthly and annual reports (and others as needed). Conduct monthly reconciliations for credit card donations. Accurate reporting of these donations. Other duties related to credit card processing include: modifying security limits as needs, refunding charges on occasion. Act as liaison with Cost Accounting personnel.

The manager will also maintain Advancement's website and assist with creation of giving pages for departments on campus as requested.

The business aspect of this position will consist of the maintenance of Advancement's complex budget, oversight of spending, review of all POs, DPs, Requisitions, assist with gathering quotes and review of agreements. Creation of monthly fundraising reports and others as needed. Assist with EPAFs.

Attendance at alumni events are periodically required. Other duties as assigned.

**JOB FUNCTIONS:**

Database and maintenance of records, recording of donations. 40%  
 Business Manager. 30%  
 Donations Manager. 30%

**REQUIRED QUALIFICATIONS:**

Bachelor's Degree in any area of study. Knowledge of Databases and Content Management Systems.  
 Experience with budgets.

**DESIRED QUALIFICATIONS:**

Master's Degree in any area of study. Knowledge of business practices.

**LIFTING REQUIREMENTS:**

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

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

**PHYSICAL DEMANDS:**

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

Apply to: [nmtjobapps@npe.nmt.edu](mailto:nmtjobapps@npe.nmt.edu)