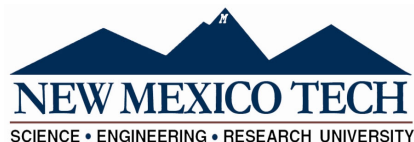


Posted: January 23, 2023



POSITION ANNOUNCEMENT

TITLE: DONATIONS & ENDOWMENTS SPECIALIST

DEPT: ADVANCEMENT

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$30,000-\$46,500

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: January 31, 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:

Under general supervision, manage donation processes for all donations to NMT and the NMT Foundation. Enter and maintain accurate donor and financial records. Serve as a liaison with University faculty and staff to ensure proper awarding of endowed scholarships. Assist in drafting endowment agreements. Serve as the primary contact for donors with questions about existing donations. Other duties as assigned.

JOB FUNCTIONS:

Manage and process all donations	30%	
Manage endowments (spending, accurate accounting, awarding, and communications)		30%
Donations and endowments reporting	25%	
Assisting with monthly banner certification, audit reports, and Raiser's Edge queries		15%

REQUIRED QUALIFICATIONS:

High School (or GED) level ability in spelling, grammar, composition and math. MS Excel, MS Word, Gmail, Google Calendar, Google Drive. Expertise using spreadsheets, databases, word processing applications. Extraordinary attention to detail, professional judgement and discretion, well organized. Strong verbal and written communication skills. Commitment to security of records, digital and hard copy. Intermediate math skills.

DESIRED QUALIFICATIONS:

Associate's degree or completion of program 18+ months after high school, Accounting, Business Administration, Public Administration, Business Management, or related degree. Bachelor's degree, Accounting, Business Administration, Public Administration, Business Management, or related degree.

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 25%	Sitting 75%	Walking 25%	Pulling
Pushing	Lifting 15%	Stooping	Kneeling
Crawling	Climbing	Reaching 15%	Other

Apply to: nmtjobapps@npe.nmt.edu