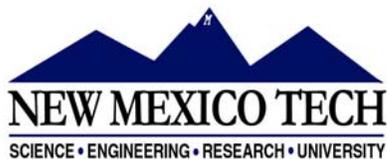


Posted: August 3, 2018



POSITION ANNOUNCEMENT

TITLE: MAJOR GIFTS OFFICER

DEPT: ADVANCEMENT

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE: \$60,000-\$70,000

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

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 DUTIES:

The New Mexico Institute of Mining and Technology (New Mexico Tech) is currently accepting applications for a dynamic individual to join the Advancement and Alumni Relations team as the Major Gifts Officer. New Mexico Tech is a rural, public, STEM-focused, Ph.D. granting institution. It is highly ranked for academic value and quality of education. The institution has 16 affiliated research organizations; the New Mexico Bureau of Geology and Mineral Resources and the National Radio Astronomy Observatory Array Operations Center are located on the main campus.

New Mexico Tech alumni can be found in leading roles in a wide range of industries and professions around the world. With 12,000 alumni since its inception in 1889, there are currently 6,000 prospects from which to grow New Mexico Tech's fundraising program. New Mexico Tech's employment upon graduation rates are much higher than average—leading to a high-capacity alumni base that acknowledges what their Tech education has done for them.

The Major Gifts Officer will identify potential donors (alumni, corporations, foundations, families, and other community leaders), create and implement outreach strategies, draft and present funding proposals, establish meaningful contact with potential donors, solicit donations, maintain ongoing intentional relationships with donors and potential donors, and conduct appropriate stewardship for donors with post-gift follow up. This position requires outstanding verbal and written communication abilities, as well as highly developed interpersonal skills. The Major Gifts Officer will utilize Raiser's Edge software to conduct research and maintain accurate donor records and fundraising data. This position includes significant travel to visit donors and potential donors, and to host alumni receptions in non-local cities.

Located in the colorful and historic Rio Grande valley, New Mexico Tech has a beautifully-landscaped green campus and an adjacent 18-hole championship golf course. Outdoor activities abound in the area including rock climbing and bouldering in nearby Box Canyon, hiking, mountain biking, and camping in the Magdalena Mountains and Quebradas Back Country Byway, and the nationally-recognized Festival of the Cranes birding and photography festival at Bosque del Apache National Wildlife Refuge. New Mexico Tech supports the Arts and hosts a variety of musical performances and shows through its Performing Arts Series; Socorro has an active community theater. Albuquerque and Santa Fe are an easy ride north of Socorro. The International Balloon Fiesta and the Gathering of Nations Pow Wow are held annually in Albuquerque. Offerings in Santa Fe include the famous Santa Fe Opera and the Santa Fe International Folk Art Market.

REQUIRED QUALIFICATIONS:

Bachelor's degree required. Minimum of 2 years' experience as a Major Gifts Office required. Proven track records of soliciting and securing donations required. Success building a donor portfolio required. Experience using fundraising and constituent management software (preferably Raiser's Edge) required. Outstanding interpersonal and communication skills required. Experience in Higher Education desired.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 096, Socorro, NM 87801-4796