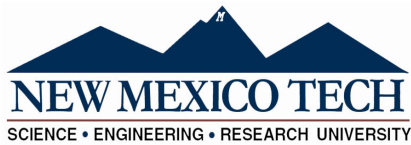


Posted: March 19, 2024



POSITION ANNOUNCEMENT

TITLE: DEVELOPMENT OFFICER

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: 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:

Under supervision identifies, cultivates solicits and stewards donors and potential donors. May include alumni, friends, corporations and foundation. Major donors are defined by those who give >\$10,000 annually. Maintain current and accurate databases--specifically Raiser's Edge. Must have excellent written and verbal communication skills and the ability form relationship with anyone. Identifies potential donors prepares outreach plan, formulates and writes proposals, solicits donations and follows up with proper stewardship. This position also requires regular hosting of alumni reception and attendance at donor events. Significant travel required for this position. Remote position ideal. This position requires that the employee adhere to the highest ethical standards; demonstrate an empathetic disposition, and perseverance; reflect optimistic and positive attitude. Manages a large portfolio of donors. Will also assist with all events, fundraising campaigns, and publications as needed. Serve as the liaison with Foundation Board: scheduling, agendas, minutes, etc as needed. Must be well organized, a self-starter and work well without direct supervision Other duties as assigned. If hired as a remote position, must return to campus quarterly or as needed.

JOBS FUNCTIONS:

Fundraising: identifying, cultivating, soliciting, stewarding of donors, hosting alumni events.	75%
Assisting with events, publications and campaigns.	5%
Foundation liaison.	20%

REQUIRED QUALIFICATIONS:

High School (or GED) level ability in spelling, grammar, composition and math. Prospect research knowledge/familiarity with Raiser's Edge or other databases. 3-5 years of experience working in development work-(e.g. working with donors, boards, familiarity with campaigns, publications). Excellent interpersonal skills. Team player.

DESIRED QUALIFICATIONS:

Bachelor's Degree or five years of direct experience working with donors, events, and proven communication skills.

LIFTING REQUIREMENTS:

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

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

PHYSICAL DEMANDS:

Standing 20%	Sitting 70%	Walking 10%	Pulling
Pushing	Lifting 5%	Stooping	Kneeling
Crawling	Climbing	Reaching	Other

Apply to: nmtjobapps@npe.nmt.edu