POSITION ANNOUNCEMENT

TITLE: MAJOR GIFTS OFFICER

DEPT: ADVANCEMENT

REG ☑ TEMP ☐ FULL TIME ☑ PART TIME ☐

STARTING RATE or SALARY RANGE: $50,000

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 DUTIES:
Under supervision Identifies, cultivates, solicits and stewards donors and potential donors. May include alumni, friends, corporations and foundations. Major donors are defined by those who give >$10K annually. Maintain current and accurate database—specifically Raiser’s Edge. Must have excellent written and verbal communication skills and the ability to form relationship with anyone. Identifies potential donors, prepares outreach plan, formulates and writes proposals, solicits donations and provides proper stewardship. This position also hosts alumni receptions, alumni fieldtrips, the creation and maintenance of programs. Significant travel required. This position requires that the employee adhere to the highest ethical standards; demonstrate an empathetic disposition and preservice; reflect optimistic and positive attitude. Be able to work in a team environment as well as self-guided work. Manages a large portfolio of donors. Will also assist with all events, fundraising campaigns and publications as needed. Other duties as assigned.

REQUIRED QUALIFICATIONS:
Bachelor’s degree required. Excellent interpersonal skills required. Experience fundraising and doing community outreach required. Prospect research experience desired.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 022, Socorro, NM 87801-4796