NEW MEXICO HIGHLANDS UNIVERSITY
LAS VEGAS, NEW MEXICO
PUBLIC VACANCY NOTICE

Posting Date: October 9, 2015

Deadline Date: Open Until Filled

Position: Senior Annual Giving Officer

Salary Grade: 15

Department: Office of Advancement

Minimum Starting Salary: $45,582

Reports to: Vice President for Advancement

FLSA: Exempt

SUMMARY: The position is responsible for planning and implementing a comprehensive annual giving program at New Mexico Highlands University.

DUTIES AND RESPONSIBILITIES

- Plan, execute and evaluate strategies to reach donor goals for annual giving;
- Works with communications team to execute a comprehensive annual calendar;
- Establish annual goals for the number of alumni and faculty/staff donors and facilitate a solicitation schedule comprising all ask techniques (personal, mail, telephone and electronic media);
- Focus annual goals on upgrade, renewal, and acquisition of alumni, faculty, staff and friend donors;
- Work with the Vice President for Advancement to design and facilitate effective donor stewardship for annual giving donors, focused on retention;
- Work with the Communication Manager & Alumni Affairs to design and facilitate an effective communications strategy for annual giving and alumni relations identification, cultivation and stewardship;
- Work with the Director of Advancement Services to design effective electronic giving opportunities;
- Work with colleagues to improve biographical and contact information on annual donors and alumni, advancing effective data-mining strategies;
- Develop annual goals for alumni relations and, in collaboration with colleagues, facilitate annual programming such as commencement activities, networking opportunities, donor stewardship, and other basic elements of annual giving and alumni programming;
- Engage and manage volunteers for annual giving and alumni programming;
- Through annual giving and alumni relations, advance prospects to the major gift pipeline;
- Work effectively with all colleagues in the Office of Advancement to plan, execute and evaluate annual giving and alumni relations programming;
- Responsible for working collaboratively with volunteers and staff to reach agreed upon goals for annual giving.

MINIMUM QUALIFICATIONS

- **EDUCATION**: Bachelor’s Degree in any field.
- **EXPERIENCE**: Two years’ in relevant fund-raising or sales experience.
  - **Preferred**:
    - Fund-raising or sales experience in a non-profit environment

EMPLOYMENT REQUIREMENTS

- Must be willing to work overtime, weekends and evenings as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated knowledge, skills and abilities in the fundamental basics of annual giving, comprising identification, cultivation, engagement, solicitation and stewardship;
• Ability to be effective in planning and executing all forms of programming and communication (events, direct mail, telephone, volunteer management, personal solicitation, social media, electronic solicitation, database management and data-mining;
• Ability to collaborate effectively with staff, volunteers and vendors;
• Models inclusive excellence through specific actions that support the University’s diversity goals in the recruitment, hiring, and retention of talented and diverse faculty and staff;
• Extensive functional knowledge and expertise in all aspects of own and related areas of the University, and pertinent interdependencies;
• General understanding of the external environment and how it affects academia in general and New Mexico in particular, including political, legal, environmental, educational, financial and social influences;
• Strong knowledge of University structure, policies and practices, and the impact on own area;
• Strong supervisory and team building skills;
• Ability to manage all resources available;
• Strong communication skills including writing and presentation;
• Ability to partner with others across the University and externally to exchange information, collaborate on projects, share resources, etc.;
• Ability to influence others of the benefits/importance of an idea or plan of action and to gain their support or commitment;
• Strong negotiation skills and ability to reach mutual points of agreement and benefit among peers and colleagues.

WORK ENVIRONMENT
• Work is normally performed in an office setting.

APPLICATION PROCEDURE: Candidates must submit 1) a letter of interest, 2) resume, 3) unofficial copies of transcripts, 4) names/address/phone numbers of 3 current professional references.

References will be contacted in conjunction with on-campus interviews and official transcripts should be requested upon acceptance of the on-campus interview.

New Mexico Highlands University
Human Resources
Senior Annual Giving Officer Search
Box 9000
Las Vegas, NM 87701

Application materials may be sent via email to: jobs@nmhu.edu

For disabled access or services, call 505-454-3242 or email hr@nmhu.edu

NMHU IS AN EQUAL OPPORTUNITY EMPLOYER