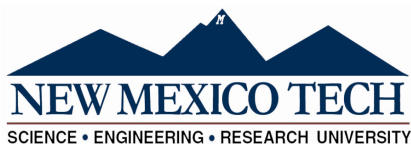


Posted: April 7, 2025



POSITION ANNOUNCEMENT

TITLE: ADVANCEMENT OFFICER

DEPT: ADVANCEMENT

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$43,680 - \$55,255

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: 04/16/2025* 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:

The Advancement Officer - Stewardship and Gift Compliance position is an important role within the NMT Advancement and Alumni Relations Team. This position directly supports the university's mission of sustaining and enhancing donor relationships by ensuring meticulous stewardship of contributions and compliance with donor intent. This role has a direct impact on donor satisfaction, retention, and the overall effectiveness of our fundraising efforts. Errors in the stewardship process can lead to significant setbacks in donor trust and engagement. This position is critical in safeguarding the university's reputation by ensuring gifts are managed appropriately and donors receive timely and accurate communications regarding their contributions. Additionally, this role directly correlates with fundraising success. Well-managed donor relationships will likely lead to increased giving and more sustainable funding sources for the university. In summary, an Advancement Officer with a focus on Stewardship and Gift Compliance is essential for maintaining the integrity of donor relationships, ensuring compliance with donor intent, and supporting the university's fundraising efforts through proactive stewardship.

JOB FUNCTIONS:

Gift Acknowledgement. Donor Support & Stewardship. Gifts & Endowments Management & Scholarship Data Maintenance. Other Duties as Assigned.

REQUIRED QUALIFICATIONS:

High School (or GED) level ability in spelling, grammar, composition and math. Communication skills: Demonstrated ability to communicate (written and verbal) effectively and accurately with donors and NMT constituents. Detail-oriented and process-driven: Outstanding attention to detail with a systematic approach to managing workflows and ensuring accuracy. Strong interpersonal and customer service skills: Adept at building and maintaining positive relationships with a wide range of stakeholders. Problem-solving and initiative: High level of resourcefulness and critical thinking, with a proactive approach to identifying and resolving challenges. Team collaboration and independence: Comfortable working both independently and collaboratively, contributing effectively as part of a team and in partnership with colleagues across various levels. Confidentiality and judgment: Demonstrated ability to handle sensitive information with discretion and make sound decisions on complex and confidential matters. Proficiency in Microsoft Office Suite: Advanced skills in Microsoft Word (including complex mail merges), Excel, PowerPoint, and Outlook. Google

Workspace experience: Experience using Google Suite tools (Docs, Sheets, Slides, Drive, and Gmail) for collaboration and productivity.

DESIRED QUALIFICATIONS:

Bachelor's Degree. Project management experience: Ability to develop, implement, and oversee complex processes while juggling multiple priorities and deadlines. Proficiency with databases: Proficiency with donor databases or constituent relationship management (CRM) tools, with the ability to effectively utilize technology to support stewardship efforts.

LIFTING REQUIREMENTS:

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

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

PHYSICAL DEMANDS:

Standing 15%	Sitting 75%	Walking 15%	Pulling 5%
Pushing 5%	Lifting 3%	Stooping 5%	Kneeling 5%
Crawling 5%	Climbing	Reaching 5%	Other

Apply to: nmtjobapps@npe.nmt.edu