Director of Advancement
New Mexico Highlands University
Las Vegas, New Mexico

The Director of Advancement provides oversight to the New Mexico Highlands University (NMHU) Foundation operations as well as leading the Major and Planned Giving efforts of the Foundation. Under the direction of the Vice President for Student and Donor Engagement, the Director of Advancement will supervise the Foundation Financial Officer, and all externally contracted vendors and consultant relationships, as well as carry a portfolio of high level major and planned giving donors. The Director of Advancement will be responsible for meeting revenue goals for major planned giving, a significant portion of Foundation total revenue.

**Duties and Responsibilities:**

- Manages a portfolio of 50 top donors and prospects for major and planned giving; responsible for achieving revenue and activity goals related to this portfolio;
- Provides oversight for Foundation operations, including but not limited to Foundation budget and financials, stewardship, prospect research, use of vendors and consultants, and office operations;
- Under the supervision of the VP Student and Donor Engagement, assists in staffing the NMHU Foundation Board and has primary responsibility for staffing the Budget/Finance Committee, Nominations and Governance Committee, and Endowment Committees;
- Reviews Foundation financials and budget performance, including but not limited to audit preparation and documentation, preparation of IRS Form 990, and preparation of IRS Forms 1099;
- Prepares and submits grant proposals for the Foundation; collaborates on institutional proposals that must be funded through the Foundation due to its 501©(3) status;
- Directs the work of the contracted art curator and Friends of Art appeals and events;
- Maintain regular attendance;
- Other duties as assigned.

**Minimum Job Requirements:**

**EXPERIENCE:** Two (2) years of work experience in a Foundation or non-profit fundraising setting.

**Preferred Qualifications:**
- Master’s degree; graduate of NMHU or member of Las Vegas community; direct donor contact or fundraising experience, particularly in a higher educational setting; experience working with non-profit boards and committees; experience managing non-profit budgets; successful track record of fundraising.
- Proficient in working with Raiser’s Edge donor database

**Special Conditions for Eligibility:**
- Must be willing to work weekends, evenings, and odd hours as required. Travel within the state of New Mexico is required, as is occasional out of state travel.
Knowledge, Skills, and Abilities:

- Ability to analyze and solve problems;
- Exceptional diplomacy, effectiveness, and tact in dealing with donors and volunteers;
- Ability to communicate effectively, both orally and in writing;
- Ability to present oneself with a professional presence and demeanor;
- Ability to maintain confidential information and inquiries with discretion;
- Ability to display a keen attention to detail;
- Ability to display a strong working knowledge in excel, word, adobe, outlook, and other basic computer functions;
- Proficiency in Raiser’s Edge, including the ability to generate queries and lists, edit records, run reports, and analyze donor data;
- Excellent knowledge of fundraising best practices, especially major and planned giving;
- Proficiency in use and knowledge of common planned giving vehicles;
- Proficiency in legal, regulatory, and compliance issues related to fundraising and non-profit administration;
- Ability to establish and maintain effective working relationships with faculty, students and staff; and,
- Ability to establish and maintain effective working relationships and make contact with officials, students, organizations, alumni and the general public.

Physical Demands:

- Repetitive hand motions and prolonged use of computer;
- Must occasionally lift and/or move up to forty (40) pounds;
- Sitting for extended periods of time.

Working Environment:

- Work is normally performed in a typical interior/office work environment while on campus.
- In the Las Vegas, New Mexico office 2 – 3 days per week with flexibility to work from home 2 - 3 days per week.

EEO Statement
New Mexico Highlands University is an affirmative action, equal opportunity employer, making decisions without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, veteran status, disability, or any other protected class. We are committed to the University values of diversity, accessibility, excellence, and responsiveness.

Nominations and Applications:
Nominations and applications will be accepted until the position is filled. Inquiries, nominations, and applications may be directed in confidence to: Gonser Gerber Search, c/o Gonser Gerber LLP, 1776 Legacy Circle, Suite 100, Naperville, IL 60563; search@gonsergerber.com. To apply, please submit a cover letter, résumé, and three professional references. References will not be contacted until later in the search process. Diverse and traditionally underrepresented candidates are encouraged to apply.