



Position Announcement

Executive Director

New Mexico Highlands University Foundation



New Mexico Highlands University, located in Las Vegas, New Mexico, is seeking an Executive Director for the New Mexico Highlands University Foundation. This role provides oversight to the NMHU Foundation operations, as well as leading the Major and Planned Giving efforts of the Foundation. In addition to carrying a portfolio of high level major and planned giving donors, the Executive Director will supervise the Foundation Financial Officer, Foundation Art Curator, Support Staff, and all externally contracted vendors and consultant relationships.

The Executive Director will be responsible for meeting revenue goals for major planned giving, a significant portion of the Foundation's total revenue, and reports to the University's Vice President for Donor and Student Engagement. This is potentially a hybrid work environment position, with flexibility to work 2 - 3 days in the office in Las Vegas, New Mexico, and 2 - 3 days per week working from home.

THE UNIVERSITY

New Mexico Highlands University is a public, comprehensive institution located in Las Vegas, New Mexico, with centers in Santa Fe, Albuquerque, Rio Rancho, and Farmington, offering undergraduate and graduate degrees.

The University was first established as New Mexico Normal School in 1893, with the prominent archaeologist Edgar Lee Hewett serving as its first president. The institution became New Mexico Normal University in 1902, and then New Mexico Highlands University in 1941, as it expanded its role beyond teacher education. Today, NMHU offers graduate and undergraduate programs in arts and sciences, business, education, and social work.



The majority of the school's approximately 2,750 students are from New Mexico and are Hispanic. NMHU is also an aspiring Non-Tribal Native American Serving Institution, with 10% or more Native American students in recent years.

MISSION



New Mexico Highlands University is a public comprehensive university serving our local and global communities. Our mission is to provide opportunities for undergraduate and graduate students to attain an exceptional education by fostering creativity, critical thinking and research in the liberal arts, sciences, and professions within a diverse community.

VISION

Our vision is to be a premier comprehensive university transforming lives and communities now and for generations to come.

CORE VALUES

- Excellence
- Diversity
- Accessibility
- Responsiveness

STRATEGIC GOALS FOR 2025

- Goal 1: Teach and mentor students to integrate a broad range of academic skills, a breadth and depth of curricular knowledge, and an interdisciplinary understanding.
- Goal 2: Inspire students to action through environments that foster scholarship and produce graduates equipped to address regional and global issues.
- Goal 3: Engage with and serve our communities for mutually beneficial exchanges of knowledge, services and resources.
- Goal 4: Advance excellence in diversity, equity and inclusion policies and practices.
- Goal 5: Be a comprehensive educational provider for all students including traditional, non-traditional, online, distance, community, and lifelong learners.

LEADERSHIP



New Mexico Highlands President Sam Minner came to NMHU in 2015 and strongly believes in the transformative impact a university can have on both its students and the surrounding community. As the University's 18th President, Dr. Minner has positioned New Mexico Highlands to confidently meet tomorrow's educational landscape.

Motivated by his personal experience as a first-generation student—his mother was a homemaker, and his father worked as a miner and a steelworker—Dr. Minner has introduced several initiatives during his three-year tenure as President that have enhanced the quality of Highlands University's academic and cultural standing, including the launch of the University's first terminal degree program in more than 50 years, and a campus life initiative that brings nationally recognized performers representing diverse genres to the University.

Dr. Minner is strongly supportive of the Foundation and has invested resources in it to ensure its growth during his tenure. He has strong alumni, donor, and community relationships and is a dedicated and skilled fundraising partner for the Foundation.

THE LOCATION

A visit to the Highlands University campus will illustrate why it is unique among academic institutions. The University is located in Las Vegas, New Mexico, a community which enjoys a rich southwest history teeming with fascinating legends and cultural overlays at the stunning juncture of the Great Plains and the Sangre de Cristo mountains, both of which offer outstanding opportunities for outdoor activities.

Las Vegas has a population of about 13,000, with a small-town feel. It is a diverse community, with a majority of residents identifying as Hispanic, and a sizeable minority who are Native American. The town has two public school districts, and a variety of churches, social organizations, unique shops, restaurants, and cultural attractions. The site of several recent film and television productions, including *Longmire* (filmed in part on the NMHU campus), *No Country for Old Men*, *Outer Range*, and *Roswell, New Mexico*, and the home of several notable artists and art galleries, Las Vegas is also well-connected to the thriving New Mexico arts community.

The larger metros of Santa Fe and Albuquerque are one and two hours away, respectively, and offer a wealth of cultural and community resources. Taos pueblo and Taos ski valley are about 90 minutes away, with several smaller ski areas at about the same distance. New Mexico's 23 tribes and pueblos, state and national parks, and a number of rivers, lakes, and hot springs provide ample opportunity for exploring our state's wonders.

CANDIDATE PROFILE



The ideal candidate will be able to communicate effectively with donors, volunteers, and our great NMHU community, as well as maintain confidential information with discretion. Our top candidate will also be familiar with fundraising best-practices, including and especially major gift and planned giving vehicles. We seek a candidate with at least five (5) years of work experience in Higher Education, Foundation, or a non-profit fundraising setting, a bachelor's degree is required, master's preferred, and proficient with Raiser's Edge.

The Executive Director will manage a portfolio of 50 top donors and prospects for major and planned giving and is responsible for achieving revenue and activity goals related to this portfolio. The Executive Director will provide 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.

NMHU provides medical, dental, vision, life insurance, long- and short-term disability, tuition remission for employees and dependents, and retirement - either participation in the NM defined benefit plan or a defined contribution plan, for which NMHU provides a 10% match.

For more information about this position and to read the full position description, please go to the following link: [Executive Director, New Mexico Highlands University Foundation](#)

NOMINATIONS AND APPLICATIONS

Nominations and applications will be accepted until the position is filled. Inquiries, nominations, and applications may be directed in confidence to: Chad Jolly c/o Gonser Gerber Search, 1776 Legacy Circle, Suite 100, Naperville, IL 60563; <mailto: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.



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.