



INVITES APPLICATIONS AND NOMINATIONS
for
MAJOR GIFTS OFFICER, SENIOR



LAS CRUCES, NEW MEXICO

New Mexico State University (NMSU), a nationally recognized comprehensive, public research institution, seeks an experienced fundraiser to serve as **Major Gifts Officer, Senior**. Assigned to the Office of the Vice President for University Advancement, this officer reports directly to the Associate Vice President for Principal Gifts.

THE LEADERSHIP OPPORTUNITY

A Major Gifts Officer, Senior serves as a primary fundraiser for a large University operating unit. This officer holds a key role in securing significant gifts that can enhance the institution's ability to achieve its goals and accomplish its mission.

In collaboration with deans, college development officers, and central fundraising staff, the Major Gifts Officer, Senior assesses, cultivates, and solicits prospects and donors who have the capacity of contributing gifts of \$25,000 or more. Utilizing Raisers Edge, this officer manages a portfolio of 100 to 200 prospects around the United States.

The **responsibilities and duties** of the Major Gifts Officer, Senior include:

- Designing, implementing, and evaluating the assigned unit's development activities as defined by NMSU Development Office
- Personally identifying, cultivating, soliciting, and stewarding donors and prospects, including individuals, corporations, and foundations, through

direct personal contact in accordance with performance targets defined by the NMSU Development Office

- Providing leadership, direction, and training to faculty, volunteers, and others in support of the development goals
- Establishing and maintaining effective working relationships with colleagues in the NMSU Foundation Development Office to maximize the unit's total gift revenue through gift planning, corporate and foundation relations, and annual fund strategies
- Coordinating unit-based development strategies, goals, and activities to ensure their integration into the University's development program
- Enlisting senior management in furthering the unit's development program and educating and supporting management with respect to their development leadership roles
- Coordinating volunteers' activities and ensuring their integration into the unit's programs



- Effectively using the University's prospect management database and other institutional resources to appropriately manage donors, prospects, alumni, and volunteers
- Conducting research to identify prospects and creating strategies to match prospects' interests to the priorities of the unit
- Planning and conducting programs designed to increase the visibility of the unit and University to internal and external constituencies
- Researching, writing, editing, or overseeing the preparation of persuasive, accurate, and grammatically and syntactically correct communication materials, such as solicitations and proposals in support of the fundraising activities
- Assisting in short- and long-range



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strategic planning activities to create and implement fundraising goals and objectives

- Supervising personnel that includes work allocation, training, promotion, and enforcement of internal procedures and controls and problem resolution; evaluation of performance and



recommendation for personnel actions; motivation for employees to achieve peak productivity and performance

- Developing and managing budgets for fundraising activities
- Performing miscellaneous job-related duties as assigned



NEW MEXICO STATE UNIVERSITY

Established in 1889, New Mexico State University is a comprehensive research, land-grant university excelling in teaching, research, and public service that fuels the economy and prepares students to be productive citizens. The University is classified as a Carnegie Doctoral/Research Universities-Extensive and is a member of the Hispanic Association of Colleges and Universities.

As a thriving center of higher education, deeply rooted in the southwestern tradition, the University serves nearly 16,000 undergraduate and graduate students on its Las Cruces campus. The vast majority, 77 percent, of the students are enrolled full-time, with 49 percent Hispanic, and 7 percent from outside the United States.

New Mexico State University offers a wide variety of programs through its Graduate School and its six colleges: Agricultural, Consumer and Environmental Sciences; Arts and Sciences; Business; Education; Engineering; and Health and Social Sciences. There are 89 baccalaureate programs and 56 master's degree programs. The institution's 23 doctoral programs are in agriculture, education, engineering, and the sciences. In education, the doctorate degree is available in three study areas and the specialist degree in four study areas.

In addition to the campus in Las Cruces, New Mexico State University includes four branch community colleges: Alamogordo,

QUALIFICATIONS OF THE MAJOR GIFTS OFFICER, SENIOR

Candidates must have a bachelor's degree in a related field from a regionally accredited institution and a minimum of three years of professional experience directly related to the duties and responsibilities outlined in this profile. Knowledge and understanding of principles, procedures, regulations, and standards applicable to the job are required.

The selected candidates will have:

- Demonstrated ability in securing major grants and gifts from individuals, corporations, foundations, and other private funding sources
- A track record of recruiting and managing volunteers and engaging them effectively in supporting the unit through fundraising, consultation, and advocacy
- Proven ability to conduct research, gather data, analyze information, and prepare effective, accurate, and timely reports and other documents to support development objectives
- Ability to exercise good judgment, to demonstrate an understanding of ethics related to development activities, and

to use discretion in interactions with donors, prospects, volunteers, and others

- Exceptional interpersonal skills and the ability to interact effectively with academic leadership, faculty, prospects, donors, and volunteers in a wide range of roles
- Database management skills
- Demonstrated organizational skills and experience in managing events and other complex activities in support of development objectives
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments
- Skills in budget preparation and fiscal management
- Community relations skills and the ability to communicate and work effectively within a diverse community
- Program planning and leadership skills
- Highly developed verbal and written communication skills and the ability to present effectively to small and large groups



Carlsbad, Doña Ana, and Grants. These campuses offer academic, vocational and technical, and continuing education programs. More than 13,000 additional students are served through these two-year colleges.

Throughout the University, dedicated professors provide the resources students need to achieve their best and meet their academic and personal goals. Inside and outside of the classroom, NMSU's professors actively engage with undergraduate and graduate students, offering individual attention in a learning-centered environment.

In accordance with its land-grant mission, New Mexico State University provides informal, off-campus educational programs

through the Cooperative Extension Service. Through a statewide network of nine research facilities, the University's Agricultural Experiment Station conducts basic and applied research supporting agriculture, natural resources management, environmental quality, and improved quality of life for residents across the state.

NMSU is a member of the NCAA Division 1-A Western Athletic Conference in 16 of its 17 sports, with the NMSU football team in the Division 1 FBS Sun Belt Conference. The University's student-athletes have a graduation success rate of 73 percent, and NMSU had 131 academic All-WAC Conference recipients in 2013-14.

THE NEW MEXICO STATE UNIVERSITY FOUNDATION

The New Mexico State University Foundation is a separate 501(c)(3) non-profit entity administered by a volunteer board of directors. The mission of the Foundation is to foster personal and corporate philanthropy, to continually excel in its fundraising performance, to be a prudent and productive steward of its endowments and honor its profound fiduciary responsibility to its donors – all within its commitment to serve and assist New Mexico State University in becoming one of the nation's best universities.

The Office of University Advancement carries out the Foundation's mission on a daily basis. The Office includes the Alumni Association, Development, and Advancement Services. University Advancement connects alumni and friends with the University to enhance an ongoing private/public partnership that enables New Mexico State to achieve a new level of excellence.

The Alumni Association is one of the oldest organizations at NMSU, tracing its beginning to May 24, 1898. The University has more than 124,000 alumni and over 40 active chapters across the nation.





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The current value of the pooled endowment fund is more than \$160 million, which includes over 1,400 separate endowed funds for scholarships, faculty enrichment, and program support. Each year, more than \$9 million is transferred to the University, which includes current use gift funds and earning from the endowment.

LAS CRUCES, NM

The historic campus of New Mexico State is located in sunny Las Cruces, NM, where innovation meets the Old West. At the crossroads of I-10 and I-25, the city is in southern New Mexico on the edge of the Chihuahuan Desert, at the foot of the Organ Mountains, and along the banks of the Rio Grande.

With a population of more than 100,000 residents, Las Cruces is the second largest city in New Mexico. The city offers entertainment, shopping, great dining, and numerous recreational activities, such as hiking, biking, golfing, camping, and boating.

Las Cruces, has received several awards including rankings from *Money* magazine as one of the “best college towns to retire” and from AARP as one of their “dream towns” to retire. Las Cruces also has been ranked by *Forbes* as one of the best small metro areas for business and careers.

The area offers a number of attractions and destinations. Museums, state and national parks, ski resorts, wineries, festivals, and concerts are available in and near Las Cruces.



Links to Information on New Mexico State University

- **Points of Pride:** www.nmsu.edu/about.html#section1
- **University Advancement:** www.support.nmsu.edu
- **Vision 2020 Strategic Plan:** <http://plan.nmsu.edu/strategicplan/>
- **University Leadership:** www.nmsu.edu/administration.html

NOMINATIONS AND APPLICATION PROCESS

Confidential inquiries are welcomed; nominations are invited.

Nominations should include the name, e-mail, and telephone number of the individual being nominated, along with a short paragraph describing the qualifications of the candidate.

Application materials should include a cover letter addressing how the candidate's experience matches the position requirements, a current resume, and contact information for at least five individuals (these will only be contacted at the semi-final stage of the search process).

Nominations and application materials must be submitted to:

NMSU-Adv@myersmcrae.com

Deadline for consideration is **July 6, 2015**.

Important Note: In addition to applying with Myers McRae, candidates must apply online at New Mexico State University at <http://jobs.nmsu.edu/postings/21692> for consideration.

Myers McRae Executive Search and Consulting is assisting New Mexico State University with these searches. The lead consultants are:

Kenny Daugherty, *Executive Vice President and COO*

Emily Parker Myers, *President and CEO*



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New Mexico State University is an Equal Opportunity/Affirmative Action Employer; Minorities, Females, Veterans, and those with a Disability are encouraged to apply.