



**Animal Protection of New Mexico Employment Opportunity**  
**Posting Date: January 2019**

**Organization:** Animal Protection of New Mexico (APNM) is a statewide nonprofit animal advocacy organization that started in 1979, with a paid staff of about 20 individuals and numerous volunteers. With offices in Albuquerque and Santa Fe, Animal Protection of New Mexico is an equal opportunity employer whose work, approaches, and decisions are informed by guiding principles. Our dedication to employee health and wellness is reflected in the generous benefits package we offer, including opportunities for mindfulness training to help employees build resilience over time, the ability to earn flexible work arrangements, and more.

**Job Title:** Major Gift Officer

**Employment Start Date:** Immediately

**Employment Category:** Regular, exempt, full-time employment

**Compensation & Benefits:** Competitive salary, generous paid time off, 100% employer paid health insurance, 70% employer paid dental insurance; employee paid group vision insurance, and up to 1% of salary employer contribution to a 401k retirement plan annually.

**Location:** Based primarily in APNM's Santa Fe office, but will also work occasionally from APNM's Albuquerque office.

**Reporting:** This position reports to the Chief Development Officer.

**Summary of Position:**

Responsible for planning, leading, and implementing the major gift and planned giving programs for Animal Protection of New Mexico and Animal Protection Voters. The major gift officer will be responsible for identifying and cultivating relationships with major gift donors and planned giving donors. Key activities include prospect research, developing effective solicitation strategies, stewarding donors through the major giving process and beyond, maintaining donor portfolios, tracking key metrics, and preparing major gift proposals. This individual will also work with board members, other volunteers, and staff leaders to coordinate and implement long-term fundraising initiatives.

**Skills and Competency Areas:**

**Animal Protection of New Mexico, Inc. APNM.org info@apnm.org**  
ALBUQUERQUE: PO Box 11395 Albuquerque, NM 87192 505.265.2322 505.265.2488 (fax)  
SANTA FE: 1111 Paseo de Peralta Santa Fe, NM 87501 505.445.0500

- Excellent assessment and planning skills, including the ability to identify issues, articulate potential solutions, and identify tools that facilitate positive outcomes
- Ability to implement a plan, overcoming obstacles along the way using creativity and innovation, and commitment to completing tasks
- Ability to effectively and professionally communicate and work with a diverse constituency (diverse in ethnicity, gender, age, opinions, etc.)
- Excellent “people skills” including collaboration, persuasiveness, sensitivity to others, empathy, team and rapport building, listening skills, conversational ease, flexibility, and assertiveness
- Desire to work in and support a team environment and its goals; experienced with team leadership
- Self-motivated and self-confident
- Excellent persuasive and professional writing skills
- Excellent written and verbal communication skills, including presentation skills
- Can respond with flexibility to reasonable changes in work priorities and circumstances
- Highly organized with the ability to manage multiple tasks simultaneously while meeting deadlines
- Macintosh computer-literate, and experienced in using a variety of computer software programs including e-mail, Microsoft Office products, web-based software products, databases, and social media
- Familiarity with New Mexico strongly preferred

**Travel Requirements:** Significant travel around New Mexico is expected, with most work likely taking place in the metro areas of Albuquerque, Santa Fe, and Las Cruces. Must have a valid New Mexico driver’s license and be able to use personal vehicle for work-related travel.

**Minimum Physical Requirements:** Must be able to perform job duties in a normal office/work environment.

**Education/Experience Requirements:**

- Bachelor’s degree, with at least five years major gift/planned giving experience in the nonprofit arena. Ideal candidates will also have a thorough background in and experience with fundraising best practices, donor database record management, prospect research tools, and development planning.

**Applying:** Send resumé and cover letter via email to Daniel Abram, Deputy Director, [daniel@apnm.org](mailto:daniel@apnm.org)