



## **Animal Protection New Mexico Employment Opportunity**

**Job Title:** Major Gifts Officer

**Posting Date(s):** November 9, 2021 until position is filled

**Employment Start Date:** ASAP

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

**Compensation:** Competitive salary, generous paid time off, 100% employer paid health insurance, 70% employer paid dental insurance; employee paid group vision insurance, and employer contribution of up to 1% of salary to a 401k retirement plan annually. Range: \$57,236 to \$85,854; final offer based on demonstrated relevant experience.

**Location:** The position is based primarily either in our Albuquerque or Santa Fe office (with occasional work from the alternate office), but all staff are working remotely due to COVID-19 until further notice.

**Reporting:** Major Gifts Officer reports to the Chief Development Officer. No positions report to the Major Gifts Officer.

### **Summary of Position:**

Responsible for planning, leading, and implementing the major gifts and legacy giving programs for Animal Protection New Mexico and Animal Protection Voters. The major gifts officer will be responsible for cultivating relationships with existing major gift and legacy giving donors, and for identifying prospective major and legacy 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:**

- High attention to details
- Commitment to completing tasks
- Ability to effectively and professionally communicate and work with a diverse

- constituency
- 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 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 (particularly advanced Excel skills), web-based software products, databases, and social media
  - Familiarity with New Mexico strongly preferred

**Travel Requirements:** Some travel around New Mexico is expected, with most work likely taking place in the metro areas of Albuquerque and Santa Fe. 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:**

- At least three years major gift experience in the nonprofit arena. Ideal candidates will also have experience in legacy/planned giving, will have completed specific development-related training, and 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 Jodi Beers, at [jodi@apnm.org](mailto:jodi@apnm.org).