



Animal Protection New Mexico Employment Opportunity

Job Title: Major Gifts Officer

Posting Date(s): January 2025 until position is filled

Employment Start Date: ASAP

Employment Category: Regular, exempt, full-time employment

Compensation: Competitive compensation, generous paid time off, 100% employer paid health insurance, 85% employer paid dental insurance, 30% employer paid group vision insurance, employer paid \$10,000 accidental death and dismemberment policy, and up to 1% of salary employer contribution to a 401k retirement plan annually.

Full-time Starting Salary: \$68,920 (with no prior relevant experience), with final offer based on demonstrated relevant experience.

(Example: Candidates with 10 years of experience will earn approximately \$77,535.)

Location: Candidate must be based in New Mexico. APNM staff is working primarily from home, with occasional work from APNM's Santa Fe office.

Travel Requirements: Some travel around New Mexico is expected for outreach and in-person meetings.

- Must have (*or obtain within 3-months from the date of hire*) and maintain a current, valid State of New Mexico driver's license; must have and maintain an insurable driving record under APNM's vehicle insurance policy.
- Any employee using their personal vehicle for APNM business must have and provide proof of current liability insurance that meets or exceeds State-required minimum coverages, or other coverages required by APNM.
- Work-related mileage is reimbursed.

Reporting: This position reports to the Chief Development Officer. No staff report to this position.

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 and legacy giving donors, and for identifying prospective major and legacy giving donors; as well as developing and maintaining business partnerships. 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 and reports. 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
- Excellent written and verbal communication skills, including presentation skills
- Desire to work in and support a team environment and its goals; experienced with team leadership
- Self-motivated and self-confident
- Highly organized with the ability to manage multiple tasks simultaneously while meeting deadlines
- Can respond with flexibility to reasonable changes in work priorities and circumstances
- 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, and social media
- Experience working within computer databases and specifically CRMs
- Familiarity with New Mexico strongly preferred

Minimum Physical Requirements: Must be able to perform job duties in a normal office/work environment; must be able to perform light lifting of outreach materials (wheeled carts are available).

Education/Experience Requirements:

- Bachelor’s degree in a related field (Journalism, Writing, etc.) plus at least three years major gift experience in the nonprofit arena preferred; or equivalent combination of education/experience.
- 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 and standards, donor database record management and analysis, prospect research tools, and development planning.

How to Apply: Send resumé and cover letter via email to hr@apnm.org