



New Mexico Military Institute Employment Opportunity

Director of Alumni Relations & Institutional Advancement

About New Mexico Military Institute: NMMI is a state-supported, co-educational college preparatory high school and junior college, complete with Junior and Senior ROTC programs. With a Corps of Cadets numbering up to 1000 young men and women, NMMI provides an accredited college preparatory curriculum on the high school level.

Position: Under general supervision of the NMMI President/Superintendent. The primary purpose is to serve as the “operational” director of the NMMI Alumni Relations and Institutional Advancement departments. The successful candidate must possess the following primary skills which include accounting knowledge, contract negotiation, employee management, time management, event planning and communication both internal and external. The position serves as the point on Post for alumni and patrons as well as interfacing with the school administration. Job description available upon request.

<p><u>Responsibilities:</u></p> <ul style="list-style-type: none"> • Responsible for overall operation of the Alumni Relations and Institutional Advancement Office • Supervise the office staff to ensure all alumni services are provided on a timely basis • Planning and implementation of outreach activities to enhance alumni connection to NMMI • Organize and implement special events. • Budget preparation for office related expenses and special events • Responsible for coordinating accuracy of recording alumni donations/gifts with NMMI Business Office • This position requires the ability to work in both indoor and outdoor conditions 	<p><u>Essential Skills:</u></p> <ul style="list-style-type: none"> • Knowledge of cost analysis techniques • Skill in budget and fiscal management • Ability to supervise and train employees, to include organizing, prioritizing, and delegating work assignments • Strong interpersonal, communication skills and the ability to work effectively with a wide range of constituencies • Ability to identify and secure alternative funding/revenue sources • Knowledge of alternative fundraising programs, methods, and techniques • Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures • Proficient computer skills
<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> • Bachelor’s degree from an accredited college or university and 3 years of previous leadership experience required • Must have the ability to build and foster relationships within the NMMI alumni community • Proficient oral and written communication skills • Travel, evening, and weekend work is required 	<p><u>Why Should You Apply?</u></p> <ul style="list-style-type: none"> • Excellent comprehensive benefits through the State of New Mexico: Medical, dental, vision, life insurance, retirement, sick leave, annual leave, paid holidays, and much more • NMMI offers a rich history and tradition of educating tomorrow’s leaders since 1891 • Exceptional workplace culture • Development opportunities

How to Apply: Send *application, resume, letter of interest, and transcripts* to the NMMI HR Office located in Lusk Hall, 101 W College Blvd, Roswell, NM, 88201 or email to employment@nmmi.edu. Applications and the ability to upload application and supporting documentation is located at: <https://www.nmmi.edu/human-resources/employment-opportunities/> NMMI is an Equal Opportunity Employer.