



JOB DESCRIPTION:	Sr. Executive Director – WNMU Foundation & Alumni Affairs		
DEPARTMENT:	WNMU Foundation		
REPORT TO:	Vice President – Business Affairs		
EEO CLASSIFICATION:	First/Mid Officers & Managers	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	113000	DATE APPROVED:	01-MAY-2021
		DATE MODIFIED:	25-MAY-2025

SUMMARY: Responsible for the operation and management of the Office of the WNMU Foundation and Alumni Affairs.

DUTIES:

1. Responsible for coordinating an integrated and comprehensive program of private and other types of financial support for the University.
2. Manages WNMU Foundation fundraising for Annual Giving, Major Gifts, Estates and Trusts, and Capital Campaigns as well as Corporate and Foundation relations.
3. Works closely with scholarship donors and develops the annual scholarship award allocations with the Scholarship Coordinator.
4. Promotes and becomes a strong liaison with the academic community and other university support groups.
5. Coordinates activities of the Foundation and provides oversight and direction of Foundation investment funds.
6. Provides assistance for the total program of WNMU.
7. Coordinates all Board of Director meetings with agenda preparation, financial reports, and other materials necessary for conducting board business.
8. Manages the overall function of the WNMU Foundation and Alumni Affairs to align with WNMU strategic goals.
9. Provides a broad range of administrative and supervisory functions. Supervises assigned staff in accordance with WNMU personnel practices including recruitment, training, performance evaluation, guidance, etc. Participates in the process of ongoing personal and professional development. Maintains comprehensive communication among all contacts (internal and external). Models professional standards and ethics in accordance with WNMU philosophy.
10. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Bachelor's degree with 5 years of experience in fundraising or similar duties required. Master's degree preferred. WNMU graduate preferred. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Must be knowledgeable of University policies and procedures. Must have knowledge of database management, fiscal operations, and basic marketing concepts. Must have strong interpersonal and communication skills, and a strong customer focus. Must have strong writing, planning and organizational skills. Must have the ability to recruit, train, and motivate volunteers. Must be able to handle multiple deadlines and maintain accuracy. Must be sensitive to cultural differences within the University and community. Fluent in Microsoft Office Applications, accounting and banking techniques, and systems. Knowledge of customer service principles.
3. **Working Conditions/Physical Demands** (With or Without Accommodations): Normal office

environment, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.

4. **Other requirements:**

- a. Requires a valid driver's license.
- b. Required to complete Defensive Driving Course within 2months. (If applicable to the role)

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)