



Posted: 06/09/2025

Salary Range: \$35,895.00 - \$47,860.00

Status: Exempt, Full-time

[The College of Idaho](#) is inviting applicants to join the dynamic Development team as an **Annual Fund and Development Event Coordinator** becoming a key architect of our fundraising success. This position is designed for a strategic, results-oriented professional who is dedicated to fostering donor relationships. They will work closely with the AVP of Development to manage our annual fund, implement effective donor stewardship and recognition programs, and lead major fundraising events – from Give Day, Crowdfunding, to December Match – to secure the essential resources to meet fundraising goals.

This role involves creating and executing targeted solicitation campaigns that consistently generate positive responses and generous donations. The responsibilities include writing engaging content for various communication materials, such as brochures, e-newsletters, and video scripts. Additionally, the position requires connecting with donors through regular phone calls, in-person visits, and key fundraising events. The use of Raiser's Edge and other software will be essential for accurate tracking, along with strategically employing digital fundraising tools to maximize impact.

The ideal candidate should possess a Bachelor's degree and have experience in fundraising and event coordination while collaborating with various stakeholders. They must be an effective communicator and a valuable contributor in cross-functional teams. Project management skills are essential, along with innovative and creative approaches to problem-solving. The candidate should also be comfortable learning new technologies and reporting software. Additionally, they should be willing to work occasional nights and weekends.

Candidates must be authorized to work in the United States as of the expected hire date and throughout the date of their employment without sponsorship from The College of Idaho. A current, valid driver's license is also required, and candidates must be vehicle insurable.

The College offers competitive benefits including tuition waiver for dependents, health insurance, a retirement plan with employer match, generous paid time off, free access to on-campus fitness centers, and free admission to campus events. Spouses, domestic partners, and dependents are eligible for benefits coverage.

A complete application will include a current résumé, a cover letter addressing qualifications for the position, and the names and contact information of three (3) references: two (2) from management and one (1) professional, sent to hr@collegeofidaho.edu. Review of applications will begin immediately and continue until qualified candidates are selected. As we move through the application review process, additional information may be requested from qualified candidates.

With over 134 years of history, The College of Idaho is a regional and national leader in higher education. The College of Idaho is an [inclusive community](#) of exceptional learning that challenges the ambitious and forges pathways to success and purpose.

The College of Idaho is proud to be an equal-opportunity employer. We are dedicated to attracting, retaining, and optimizing performance and academic excellence through an inclusive workforce. The College does not discriminate on the basis of sex, race, color, age, religion, disability, national and ethnic origin, veteran status, sexual orientation, gender identity, or any other basis protected by law.