



Posted: 10/07/2025

Salary Range: \$41,868.00 - \$55,824.00

Status: Exempt, Full-time, On-site

[The College of Idaho](#) invites applications for a **Constituent Relationship Manager** to serve as the critical link between technology and philanthropy. In this essential role, you will be responsible for the overall management, configuration, and support of our core fundraising system, **Blackbaud Raiser's Edge NXT**. You'll collaborate closely with Development, Alumni Relations, and IT to ensure the security, integrity, and strategic optimization of data that powers all fundraising and constituent engagement initiatives, including digital giving and direct mail. If you have a passion for data accuracy and system optimization, this is your opportunity to leverage your expertise to drive successful educational advancement and make a foundational impact.

The core of this position is **System Administration and Data Management** (60%), where you will serve as the primary administrator for Raiser's Edge NXT and all related Blackbaud tools. Key duties include managing data integrity (deduplication, imports/exports), developing custom queries, reports, and dashboards, and maintaining crucial data integration processes between Raiser's Edge and Ellucian Colleague. You will also be responsible for user training, troubleshooting technical issues, and ensuring compliance with data regulations like FERPA and GDPR. Furthermore, you will manage **Reporting** (20%)—extracting, analyzing, and presenting data to spot giving trends and support strategic campaign goals—and provide hands-on **Event Support** (20%) for major donor and stewardship functions, including list generation and on-site technical coordination.

The ideal candidate will possess a Bachelor's degree and a minimum of two years of work experience, preferably within a non-profit environment utilizing **Raiser's Edge NXT**. Proficiency in database administration, prospect research, and the entire fundraising process is required. We are seeking a proactive, highly organized professional with excellent analytical and communication skills who can effectively translate end-user needs into technical database outputs. If you are comfortable working with detail-oriented tasks, skilled in utilizing Microsoft Office Suite, and willing to provide occasional evening/weekend event support, we strongly encourage you to apply.

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.