

Posted: 05/27/2021

Salary: \$42,500 - \$49,000

Status: Exempt, Full-time



The College of Idaho invites applications for our **Annual Fund Director**. This is a front-line fundraising position, with a high level of coordination and management of many [Development Office](#) activities. This is a strategic member of a dynamic team, where you will have the opportunity to expand and lead [The College of Idaho](#)'s unrestricted [annual giving](#) programs and maintains relationships with alumni, parents, and friends for cultivation and solicitation purposes.

Essential Functions

Manage Boone Fund, Solicitations, and Stewardship (50%)

- Manage all aspects of the Boone Fund program including phone, email, crowdfunding, Give Day and use of direct mail only when necessary.
- Increase alumni donation participation each year to meet annual percentage goal through phone, social media, and face-to-face solicitations.
- Coordinate, design, write content for, and execute all email solicitations and communications related to annual giving.
- Maximize donor giving capacity and ensure retention at all giving levels up to and including 1891 Society.
- Develop metrics and track progress of all aspects of Boone Fund efforts.
- Administer the Boone Fund budget prudently and efficiently to maximize fundraising results.
- Provide weekly and monthly Boone Fund reports

Additional Fundraising Responsibilities (30%)

- Make a minimum of 15 solicitation phone calls per week, 10 stewardship calls per week, 40-50 visits per year plus attend at least 5 Alumni/Fundraising events per year and track these contacts on your weekly reports.
- Develop and maintain a donor portfolio with a strategy of growing donors up to and including \$1,891.
- Assume ultimate responsibility and direction for Senior Legacy, faculty, and staff giving programs.
- Define target markets, analyze donor pools (segmenting), and assess trends to develop annual fund goals and strategies in concert with the Director of External Relations.

Annual Fund Supervision (20%)

- Manage and lead Annual Fund staff to meet goals and needs of Development Office
- Manage Student Donor Experience Officers to assist annual fund and other duties as needed
- Prioritize and direct work load of staff to meet internal deadlines as needed.
- Ensure staff time is managed properly and all phone solicitation campaigns have adequate staffing
- Organize and steward volunteers for peer alumni solicitations.
Perform additional tasks as assigned.

Knowledge, Skills, and Abilities

- Excellent interpersonal skills and a self-motivated team player willing to join an experienced team.
- Excellent communication skills, both oral and written, in English.
- Must have strong ability to communicate effectively with others by phone daily.
- Strong organizational skills and attention to detail.
- Experience with Microsoft Office suite.
- Ability to utilize online platforms, including e-mail service providers and content management systems.
- Ability to comprehend large pools of data and perform data analysis as needed.
- Ability to work with other staff members to recruit, train and motivate top college volunteers.
- Detail oriented while adhering to guidelines, performance standards and policies.

- Must possess a strong work ethic and unquestioned personal integrity.
- Ability to work non-traditional hours such as weekends, evenings and occasional travel.

Qualifications

- Bachelor Degree (C of I preferred)
- One to two years' experience with annual fund or membership fundraising in a non-profit setting, preferably in education setting.
- Previous supervisory experience, preferably with entry level employees and/or volunteers.
- Must possess a current valid driver's license, be vehicle insurable with a good driving record in accordance with The College of Idaho's vehicle policy.

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 complete application will include a current résumé, cover letter addressing qualifications for the position, a statement on diversity that articulates a commitment to representation, inclusion, and equity, and the names and contact information of three (3) references, two (2) management and one (1) professional to hr@collegeofidaho.edu. Applications will be accepted until suitable candidates are selected.

With over 125 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 committed to attracting, retaining, and maximizing academic excellence through a diverse and inclusive workforce. [Our Representation, Inclusion & Equity Statement](#)