

Posted: 11/12/2018

Salary range: \$50,794.00-\$56,438.00

Status: Full-time



The College of Idaho invites applications for a **Development Manager**. The Development Manager serves as the chief coordinator for all fundraising activities within the Development Office to ensure solicitations for gifts are organized, secured, properly stewarded, and financial goals are ultimately met. The Manager will also have a leadership role in the development of The College of Idaho's upcoming capital campaign.

Essential Functions

Management

- Provide oversight and supervision for the Director of the Boone Fund and annual fund efforts
- Manage and coordinate Advancement Services and ensure best practices
- Coordinate Development Office activities to minimize duplication of efforts
- Assist AVP for College Relations with budget management and other Development Office activities
- Direct and participate in all Development Office events

Fundraising Coordination

- Proactively coordinate and execute a cultivation, solicitation, and fundraising plan for each donor/prospect under active management involving College administrators, faculty and staff along with volunteers as appropriate.
- Actively participate in coordination of academic sponsorship solicitations
- Assist with scholarship gala sponsorships and solicitations
- Prepare materials and write proposals for Development Office as needed
- Actively track and coordinate planned giving gift commitments and ensure proper documentation and stewardship
- Participate in all prospect management meetings
- Assist AVP for College Relations with coordination of all portfolio management
- Coordinate and maintain appropriate documentation for assigned prospects in the Prospect Tracking and Management System; to include assisting Major Gift Officers with contact reports
- Participate in all donor relations events and activities as needed
- Schedule and coordinate donor visits as needed and assist with follow up activities for senior administration
- Prepare Development reports for Board of Trustees and senior leadership as needed
- Participate in frontline fundraising personal visits and activities as needed

Campaign Development

- Assist AVP of College Relations with campaign solicitation planning and execution for all major gifts
- Develop campaign plan and coordinate individual fundraising campaigns within the campaign plan
- Assist with execution and roll-out of major gift fundraising activities for the campaign
- Perform other duties as assigned.

Knowledge, Skills, and Abilities

- Possess supervisory skills necessary to follow up and monitor activities, which are assigned or delegated to others.
- Strong organizational, oral and written communication skills.
- Understand principles of customer service and donor relations
- Detail oriented while adhering to guidelines, performance standards and policies
- Demonstrate ability to utilize current technology in day to day operations
- Knowledge of Microsoft Office suite
- Able to present detailed information in a non-technical manner
- Ability and willingness to work evenings and weekends as needed
- Must be articulate, high-energy and goal-oriented.

- Must possess a strong work ethic and unquestioned personal integrity

Qualifications

- Bachelor degree or equivalent experience in related field required.
- Minimum of two to five years professional experience in management, preferably in fundraising or a sales-related field.
- Comprehensive or Capital Campaign experience preferred.
- Experience in a higher education setting preferred.
- Valid drivers' license required. License must meet insurance company rules and regulations for driving underwriting criteria.

The College of Idaho values personal attention and collegiality, thus a familiarity with and understanding of a small and residential campus are highly desirable. A sincere interest in students, excellent communication skills, and support of the College's mission are also required.

Founded in 1891, The College of Idaho is the state's oldest private college. The C of I has a national reputation for academic excellence and for preparing successful graduates, including seven Rhodes Scholars, three governors, four NFL players and countless business leaders and innovators. The College is located on a beautiful campus in Caldwell, a community of 50,000 located in Idaho's vibrant Treasure Valley. Campus is just 30 minutes from downtown Boise, a thriving city with a multitude of dining and entertainment options including the Idaho Shakespeare Festival, the Boise Philharmonic Orchestra, professional sports and more. The area also offers world-class opportunities for hiking, camping, fishing, skiing, mountain biking and whitewater rafting.

Candidates must be authorized to work in the United States as of the expected hire date and throughout the date of the contract without sponsorship from The College of Idaho.

To apply please submit a cover letter addressing qualifications for the position, a resume, and the names and contact information of three references, two management and one professional, to hr@collegeofidaho.edu. Application review will begin immediately. Applications will be accepted until suitable candidates are selected. To learn more about The College of Idaho, please visit www.collegeofidaho.edu.

The College of Idaho is proud to be an equal opportunity employer. We are committed to attracting, retaining, and maximizing the performance of a diverse and inclusive workforce.