

Posted: 09/12/2023

Annual Salary: \$38,766.00-\$45,900.00

Status: Exempt, Full-time



[The College of Idaho](#) invites applications and recommendations for a **Gift Processor & Stewardship Coordinator**. As a member of the [college relations](#) team, this position supports the Development Office in the areas of gift processing, data entry, stewardship, fundraising events, and management of data integrity within the Raiser's Edge NXT database.

The Gift Processor & Stewardship Coordinator will assist in the reporting of scholarships and help facilitate and attend annual fund-raising events. They will be responsible for the timely recording, reconciling and acknowledging donors for their gifts and pledges, as well as maintaining the integrity of our donor database.

A successful candidate will possess a Bachelor's degree or a combination of relevant experience and education. They will have an understanding of gift accounting practices, and principles of alumni/donor customer service and the importance of building constituent relationships. The successful candidate for this position will need to excel in several key areas; organization, attention to detail, confidentiality, and the ability to meet deadlines in a fast pace work environment. Previous experience with database maintenance is preferred, with specific familiarity with Raiser's Edge NXT being a significant advantage.

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 of Idaho offers competitive benefits including a tuition waiver for dependents, health insurance, retirement plan with employer match after one year of employment, generous paid time off, free access to on-campus fitness centers, and free admission to campus events.

A complete application will include a current résumé, a 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](mailto:hr@collegeofidaho.edu). *Application review will begin immediately.* Applications will be accepted until suitable candidates are selected.

With over 132 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.