



The College of Idaho invites applications for a Major Gifts and Campaign Officer. The Major Gifts and Campaign Officer develops and manages a portfolio of the major gift prospects as well as coordinates and directs major gifts for campaign efforts. The Officer will identify, cultivate, solicit and steward, an ongoing portfolio of approximately 150-200 qualified donor prospects.

The College of Idaho has much to offer. 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. Our students enjoy small classes taught by outstanding professors, a close-knit community, a competitive [NAIA athletics program](#), outstanding visual and performing arts activities, and a beautiful [residential campus](#). The College's innovative [PEAK curriculum](#) challenges students to attain competencies in the four knowledge peaks of the fine arts and humanities, natural sciences and mathematics, social sciences and history, and a professional field, enabling them to graduate with an academic major and three undergraduate minors in four years. 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 capital 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. Our low cost of living, coupled with access to almost everything imaginable makes [our Idaho setting](#) a great location to further your career path. At the College of Idaho, you are important and you can make a difference. For more information on The College of Idaho, visit www.collegeofidaho.edu.

Essential Functions

- Proactively develop and execute a cultivation and solicitation plan for each donor/prospect under active management involving College administrators, faculty and staff along with volunteers as appropriate.
- Assist Director of Development with campaign solicitation planning and execution for all major gifts.
- Meet and exceed a monthly target of 20 face-to-face, productive visits (240/year).
- Meet and exceed financial activity targets as established by the Director of Development.
- Maintain a minimum travel profile of approximately 40% (20% Treasure Valley)
- Conduct planned giving solicitations for major gifts during the campaign.
- Assist in meeting annual goals for Alumni Giving Percentages, President's Trust, 1891 Society and unrestricted contributions.
- Maintain appropriate documentation for assigned prospects on the Prospect Tracking and Management System, including contact reports and cultivation/solicitation plans.
- Participate in quarterly Prospect Management Review meetings.

Perform other duties as assigned by supervisor.

Knowledge, Skills, and Abilities

- Basic knowledge of planned giving instruments.

- Working knowledge of computer programs such as Raiser's Edge, or Colleague Ellucian Advancement, Microsoft suite systems.
- Ability to read and comprehend various forms, documentation, files and information in the department.
- Ability to receive telephone calls, respond to inquiries and communicate with others by telephone in a timely and effective manner.
- Aptitude and skill to work effectively, developing and sustaining working relationships with affluent individuals often in leadership positions.
- Ability to work independently as well as collaboratively in a team environment.
- Ability to schedule meetings and appointments, make travel arrangements and track expenses.
- Strong organizational, oral and written communication skills.
- Ability to manage multiple tasks and meet deadlines.
- Must be articulate, high-energy and goal-oriented.
- Must possess a strong work ethic and unquestioned personal integrity.
- Ability to travel extensively and work evenings and weekends.
- Ability to drive a personal or College vehicle for the purposes of College business on a regular basis.

Qualifications

- Bachelor degree or equivalent experience in related field required.
- Minimum of three to five years experience in fundraising, campaign experience desirable.
- Comprehensive or Capital Campaign experience preferred.
- 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 the contract without sponsorship from The College of Idaho.

This is a full-time 12-month position with excellent benefits.

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.

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.