



Posted: 11/4/2025

Annual Salary: \$58,601.00 - \$65,113.00

Status: Exempt, Full-time

[The College of Idaho](#) is seeking to fill a **Director of Property Operations** position to provide strategic leadership and oversight for the College's facilities operations and event management functions. This role integrates campus facilities care with a high-volume events program that serves both the internal college community and external clients. The Director is responsible for ensuring that the College's 26 buildings and 55-acre campus are well-maintained, while also maximizing the use of campus spaces to support the College's mission and generate external revenue.

This position will provide vision, strategic leadership, and management for the Facilities and Events units, ensuring all operations align with college goals and strategic initiatives. Key responsibilities include overseeing all campus facilities operations—including maintenance, cleanliness, safety, and functionality across 26 buildings and a 55-acre campus—and leading the planning and implementation of all Facilities projects (renovations and construction), which involves developing scopes, budgets, and ensuring regulatory compliance. The role also encompasses financial management for both units, managing vendor relationships, and providing leadership for institutional signature events such as Commencement and the Scholarship Gala, while also supporting external event recruitment to grow revenue. Essential skills include proficiency in Microsoft Office and robust computer software solutions, along with excellent communication skills, both oral and written.

The successful candidate must possess a Bachelor's degree or equivalent professional experience, coupled with significant experience (5+ years) in facilities management, events management, or related fields, with progressive leadership. This individual must have proven experience managing budgets and supervising professional staff, alongside a demonstrated ability to balance operational oversight with client-focused event planning and revenue growth. They must have a collaborative, solution-focused mindset with strong attention to detail, be self-motivated, and have the ability to lead, mentor, and develop high-performing, customer-focused teams. Excellent organizational skills and the ability to coordinate multiple priorities and manage small- to mid-scale projects simultaneously are vital. Finally, the role requires the ability to perform physical tasks, such as standing for long periods and lifting up to 50 pounds, and must be available to work occasional evening and weekend hours to support events or emergency response. 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 a [mission-driven 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.