



[The College of Idaho](#) invites applications for the position of **Director of Advancement Services**, a pivotal leadership role responsible for the strategic management of our development data infrastructure. This Director provides comprehensive oversight of all donor CRM operations, gift processing, and prospect research functions to ensure the integrity of our fundraising data. By driving sophisticated analytics and maintaining high-standard reporting, the Director informs overall fundraising strategy and builds a robust donor pipeline essential for meeting the College's revenue goals. Serving as a key liaison between the Development team and the Business Office, this role ensures financial reconciliation, compliance, and the seamless technical execution of fundraising events.

In this role, you will lead a dedicated team to optimize system workflows, specifically focusing on **Blackbaud Raiser's Edge** and wealth screening tools like **DonorSearch**. You will be responsible for designing performance dashboards and predictive models that translate complex data into actionable insights for senior leadership and the Board. Beyond technical management, the Director oversees gift accounting—including soft crediting and pledges—and enforces strict donor privacy and data hygiene policies. You will also spearhead a systematic prospect research program, assigning qualified leads to gift officers and crafting detailed research briefs that empower our frontline fundraisers to secure major gifts.

The ideal candidate will possess a **Bachelor's degree** and **5–8 years of experience** in advancement services, donor analytics, or development operations, including at least **3 years of supervisory experience**. Proficiency in Raiser's Edge or a similar CRM is required, as is a firm understanding of non-profit gift processing and accounting principles. We are seeking a high-energy, goal-oriented collaborator with exceptional communication skills who can bridge the gap between technical data and non-technical stakeholders. Candidates must demonstrate high ethical standards regarding confidential information, maintain a valid driver's license, and be available to work occasional non-traditional hours for major events.

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 careers@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.