Board of Directors and Trustees Relations Manager,
University of Colorado Foundation Job Announcement

Position Title: Board of Directors and Trustees Relations Manager
Reports To: President & CEO
Hiring Salary Range: $69,020 - $81,200
FLSA Status: Exempt
Position Status: Full Time in a Hybrid Workplace
Posting Dates: For best consideration, apply by Friday, September 15 at 5 p.m.

JOB SUMMARY

Plans and implements meetings, programs, activities, and communications strategies that ensure University of Colorado Foundation directors and trustees are fully engaged with and well informed about the University of Colorado Foundation and the University of Colorado.

ESSENTIAL DUTIES

Board of Directors Duties

- Delivers exceptional customer service to board members, university partners, and other stakeholders.
- Embraces the Foundation's mission and a culture of belonging and collaboration with each other and our colleagues.
- Plans and coordinates logistics and materials for board-related functions, including meetings of directors and board committees, ensuring invited attendees are sufficiently informed and prepared to participate in meetings.
- Schedules board and committee meetings in consultation with board chair, board committee chairs and Foundation staff.
- Coordinates meeting prep planning sessions with the board chair, board committee chairs and Foundation staff.
- Develops, compiles, and coordinates production and distribution of meeting materials in an accurate and timely manner.
- Orchestrates and coordinates logistics and materials for the election of board members (including solicitation of nominations, prospect research and vetting, recruitment, and election).
- Develops comprehensive orientation program and onboarding process for new directors and compiles and coordinates the production of orientation materials.
- Writes internal and external communications pertaining to board functions, meetings, and activities.
- Assists with ongoing flow of information and dialogue between President and CEO, other Foundation staff and directors, ensuring integrity and timeliness of exchanges and interactions to develop and maintain positive relationships.
- Develops and manages board budget, and controls expenditures.
- Manages the Foundation’s board portal (currently OnBoard), the board calendar and board attendance.
- Processes board and committee meeting expenses.
• Manages meeting details including room bookings, room set-up, technology for remote and hybrid meetings, and meals and refreshments.

Trustee Duties
• Schedules campus-based trustee meetings in consultation with Foundation and CU Advancement leadership.
• Plans and executes quarterly trustee meetings including scheduling, venues, lodging, campus coordination, catering, trustee communications, parking, AV support, with organizational support from campus partners.
• Coordinates with Foundation and central and campus Advancement leadership on meeting themes and programming and executes a hybrid meeting for trustees participating remotely.
• Coordinate with campus partners about meeting presentations, speakers, and logistics.
• Produces annual Trustee Handbook: solicit updates for all current bio content and add new trustee info; work with graphic designer on layout; proof; print; distribute.
• Composes “bio briefs” on new trustees for fall meeting (with trustee input/approvals).
• Plans and executes orientation for new trustees every fall preceding their first trustee meeting.
• Coordinates assignment of mentors for new trustees every fall.
• Oversees ongoing communications with trustees and forwards University-related news, invitations, Foundation updates, etc. to trustees.
• Updates CU Ascend as needed with relevant trustee changes (add Affiliations, start dates, stop dates, email/address changes, etc.).
• Maintains trustee distribution list for group communications.
• Maintains trustee attendance records.
• Reserves lodging and blocks of hotel rooms for quarterly meetings. Communicates with trustees in advance confirming their lodging and trip details
• Composes and emails reminder messages and advance packets to all trustees prior to upcoming meetings.
• Coordinates meeting prep planning sessions with key stakeholders and presenters prior to quarterly trustee meetings.
• Manages meeting-related contracts.

Other Duties
• Coordinates and/or provides input to special projects or assignments for executive leadership team.
• Assists with the development of the executive management budget.
• Drafts correspondence and other communications for the President & CEO as requested.
• Participates on committees and/or task forces as requested.
• Assists with special projects as requested.
• Performs additional duties as assigned.

COMPETENCIES
• Demonstrated ability to work within a diverse team and actively seek out opportunities to promote and cultivate diversity across the organization.
• Expert ability to coordinate programs and logistics for functions/meetings, and to prioritize and manage multiple tasks and projects simultaneously.
Excellent written and verbal communication skills.

Ability to communicate effectively with board members, trustees, internal stakeholders, university partners, donors, and their representatives, and other support staff.

Highly organized, responsible, and responsive, with strict adherence to deadlines.

Ability to manage multiple projects with competing priorities and deadlines and completing assignments with a focused attention to detail.

Self-sufficient, able to work independently and take initiative, but able and willing to ask for assistance and advice when needed.

Able to develop expert knowledge of board and trustee members’ backgrounds, interests, and involvement with CU and the Foundation.

Expert ability to schedule and coordinate programs and logistics for functions/meetings, and to prioritize and manage multiple tasks and projects simultaneously.

Experience using a board management software program, preferably OnBoard.

EDUCATION/EXPERIENCE

Required
- Minimum of four (4) years experience in volunteer management and event coordination
- Proficient user of technology, particularly Microsoft Office Products, Microsoft Teams, Zoom, and Adobe Acrobat.

Preferred
- Bachelor’s degree and/or equivalent life, military, and/or professional experience.
- Colorado higher education experience.
- Experience with OnBoard digital board portal.

SOFTWARE AND EQUIPMENT UTILIZED

- Microsoft Office Products; Adobe Acrobat; Monday.com; Zoom.
- OnBoard digital board portal.
- Salesforce/CU Ascend.

WORKING ENVIRONMENT

- Hybrid schedule
- Occasional evening hours to staff board and trustee events.
- Ability to coordinate, travel to, and oversee occasional meetings on CU system campuses.
- Overtime may be required as well as PTO may not be approved at fiscal and calendar year end.
- Work in an office environment requiring light physical effort by handling objects up to 20 pounds occasionally and/or up to 10 pounds frequently with or without accommodations
- Stationary at a desk for most of day, working with standard office equipment (such as phone, copier/scanner, and personal computer) with or without accommodations
COMPENSATION PACKAGE

Starting salary is based on education, experience, skills, and other job-related factors. The hiring salary range for this position is: $69,020 - $81,200. This position is eligible for an incentive bonus, a full and competitive benefits package, which includes:

- **Incentive pay:** up to 10% bonus
- **Medical:** Three plan options
- **Dental:** Two plan options
- **Additional benefits:** Disability, Life, Vision, Flexible Spending/Health Savings Account
- **Retirement 401(k) Plan:** Employer contributes up to 6% of your annual compensation, per plan terms
- **Paid Time Off:**
  - Paid Time Off: 25 (first two years)
  - Holidays: 12 days
- **Lifestyle Spending Account:** Up to $1200 per year for reimbursements towards wellness programs
- **Free underground garage parking**
- **Tuition reimbursement, 529 Savings Plan, Employee Assistance Program**
- **Professional Development Opportunities**

WORKPLACE

The ideal candidate is a collaborative team player and can also successfully work independently. They should have excellent organization and planning skills, along with a sense of discretion and sensitivity to confidentiality. Additionally, they will be a self-starter, have strong problem-solving skills along with a willingness to learn.

Across our team, we value customer service, humor, humility, and a sense of pride in our work.

We operate in a collaborative office environment in a secured building with a mini on-site gym, secure indoor garage parking, with convenient access to uptown and downtown Denver. We operate on a hybrid model where staff have the option to work in-office and remotely several days per week.

**TO APPLY:** Interested applicants should submit a resume, and cover letter to HR@cufund.org

For best consideration, applications must be received no later than 5:00 p.m. on Friday, September 15.

Please note that while the position description details both minimum requirements as well as desired skills and experience, we want to remind applicants that you do not need to have all the desired skills and experience to be considered for this role. If you have the passion for the
work along with experience in a related field, you are encouraged to apply. We can provide on-the-job training for the rest.

**ANTI-DISCRIMINATION POLICY:** The University of Colorado Foundation is Equal Opportunity Employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion (creed), sex, national origin, disability status, marital status, sexual orientation, military status, gender, gender expression, age, protected status, or any other characteristic protected by law.

The University of Colorado Foundation is committed to recruiting and supporting a diverse workforce. The Foundation practices and champions inclusiveness in our community. We honor the diverse strengths, needs, voices, and backgrounds of all members of our community. Black, Indigenous, People of Color, others who identify as nonwhite, people with disabilities, veteran status, members of the LGBTQIA+ community, and those from traditionally marginalized communities are especially encouraged to apply for this role.

**About the University of Colorado Foundation:****

For over 55 years, the University of Colorado Foundation has partnered with the University of Colorado to enhance philanthropic support for CU. Private support for the University, given through the philanthropic portal of the Foundation, enables the University to transform lives through education, research, clinical care, and community engagement. The Foundation focuses its efforts on donor stewardship through customer service and assurance in gift acceptance, processing, and administration. The Foundation invests and allocates gift funds in a manner consistent with the purposes established by donors and distributes dollars from its managed funds to support a wide variety of programs and activities throughout the University system and on its four campuses.

The Foundation has just under $3 billion in assets under management, including more than 3,000 endowment funds.

The Foundation is a 501(3)c public charity governed by an independent Board of Directors. The Foundation’s day-to-day operations are carried out by an administrative staff of approximately 22 individuals overseen by the Foundation’s President and CEO.