

## **Coordinator/ Gift Management, University of Colorado Foundation Job Announcement**

**Position Title:** Coordinator/ Gift Management

**Reports To:** Assistant Director of Gift Management

**Hiring Salary Range:** \$48,000 - \$54,000

**Position Status:** Non-Exempt

**Posting Dates:** May 11, 2022 – May 27, 2022

### **JOB PURPOSE**

The Coordinator/Gift Management manages a wide variety of processes and procedures related to philanthropic contributions received and processed by the Foundation for the benefit of the University of Colorado. They ensure all gifts and commitments are handled accurately and in a timely manner, in compliance with IRS rules and regulations, CASE guidelines, FASB requirements, as well as other industry standards, in coordination with other team members and with little supervision. This position works on assignments that are complex in nature where considerable judgment, analysis, and initiative are required to resolve problems and make recommendations. They serve as a point of contact and information resource for internal and external constituents for donation related questions as well as gift management procedures.

### **ESSENTIAL DUTIES**

- Responsible for the timely and efficient management of multiple areas of the daily contribution workflow, including coordinating of activities, investigating and resolving problems, and handling special projects
- Ensure that gifts and commitments are valued, recorded and receipted in compliance with IRS and CASE guidelines as well as FASB requirements
- Ensure accuracy and consistency of data in the Foundation's database by adhering to performance standards and measurements
- Initiate data input process and procedure assessments and improvements to help increase productivity and quality of gift data, including assisting in the preparation of reports, compiling of data for analysis as well as the development and maintenance of operating procedure documents
- Ensure a high level of customer service by communicating regularly and efficiently with internal and external customers and helping to develop strategies to meet their needs and/or better support them, always thriving to represent the Foundation and University in a positive and professional manner
- Serve as a resource for donors, Foundation, Advancement and other University staff on donations as well as gift processing questions

### **OTHER DUTIES**

- Performs other duties as assigned

## **COMPETENCIES**

- Ability to quickly acquire and apply new skills and knowledge for one or more processes or areas
- Ability to work on assignments that are complex in nature where considerable judgment, analysis, and initiative are required in resolving problems and making recommendations
- Solid organizational and project management skills, including ability to prioritize and meet frequently changing needs as well as ability to maintain high level of accuracy while meeting deadlines
- Effective interpersonal skills including the ability to maintain confidentiality
- Solid customer service skills with the ability to communicate effectively verbally and in writing as well as using good judgment in situations requiring initiative and tact
- Goal oriented with an ability to take initiative both in a team environment as well as independently
- Contributes to the development of the department by recognizing, initiating, and leading improvement activities
- Comfortable to change or challenge decisions to meet performance goals or commitments
- Solid computer knowledge and ability to use word processing, email, spreadsheet and database software programs

## **EDUCATION**

- Associate degree or a minimum of two (2) years' experience. In a related field, or equivalent combination of education and experience requires

## **EXPERIENCE**

- Minimum of one (1) year of directly related experience

## **SOFTWARE UTILIZED**

- Operate routine and non-routine office related equipment, including set up, adjustments and operational procedures (e.g., word processing equipment, personal computer, scanners, and digital copier/printer)
- Operate a personal computer using word processing, spreadsheets, databases, or presentation applications, e.g., Microsoft Office Products (incl. Word, Excel and Outlook); Monday.com workflow management, Quick Scan Pro and Ellucian Advance database software

## PHYSICAL DEMANDS AND WORKING CONDITIONS

- Overtime may be required as well as PTO may not be approved at fiscal and calendar year end
- Work in a normal office environment requiring light physical effort by handling objects up to 20 pounds occasionally and/or up to 10 pounds frequently
- Stationary at a desk for most of day, working with standard office equipment (such as phone, fax and personal computer)
- Ability to navigate stairs frequently during a business day in various work locations

## COMPENSATION

Starting salary is based on education, experience, skills, and other job-related factors. The hiring salary range for this position is: **\$48,000 - \$54,000**. This position is eligible for a full and competitive benefits package, which includes:

- **Medical:** Three plan options
- **Dental:** Two plan options
- **Additional Insurance:** Disability, Life, and Vision
- **Retirement 401(k) Plan:** Employer contributes up to 6% of your annual compensation, per plan terms
- **Paid Time Off:**
  - Paid Time Off: 25 days (*first two years*)
  - Holidays: 12 days
- **In-Office/Remote hybrid schedule offered**

**TO APPLY: Interested applicants should submit a resume, cover letter of interest, and contact information for up to three professional references to [HR@cufund.org](mailto:HR@cufund.org)**

All applications must be received no later than 5:00 p.m. on May 27, 2022, to be considered.

**ANTI-DISCRIMINATION POLICY:** The University of Colorado Foundation is an 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 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, 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. The CU Foundation serves as the University's philanthropic portal, enabling CU 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. During the fiscal year ended June 30, 2021, the Foundation processed over 54,000 gifts and commitments. The Foundation 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 over \$3 billion in assets under management, including more than 3,000 endowment funds. As of June 30, 2021, the Foundation's long-term investment pool was valued at \$2.6 billion, including \$2.1 billion in CU endowments and \$330 million in CU treasury funds. At that date, the Foundation's short-term investment pool comprised of current funds, endowment distributions and unrestricted assets was valued at \$427 million. The Foundation follows an outsourced chief investment officer model and contracts investment services through an investment management firm.

The Foundation's revenue is derived primarily from an annual assessment on its long-term investment pool and a monthly distribution from its short-term investment pool. Of the \$40 million in revenue expected in fiscal year 2022, the Foundation will retain \$5.4 million to fund its operations and it will transfer \$34.6 million to the University to fund CU Advancement's operations and IT investments. CU Advancement leads the University's engagement and fundraising efforts and partners with the Foundation to maximize private support for CU.

The Foundation is a 501(c)(3) public charity governed by an independent Board of Directors. Board committees include an Investment Policy Committee, a Finance/Operations Committee, and an Audit Committee. The Foundation's day-to-day operations are carried out by an administrative staff of approximately 20 individuals overseen by the Foundation's President and CEO.