### University of Colorado Foundation Job Announcement

**Position Title:** Board Relations Manager  
**Reports To:** President & CEO  
**Hiring Salary Range:** $68,850 – $81,000  
**FLSA Status:** Exempt  
**Position Status:** Full Time in a Hybrid Workplace  
**Posting Dates:** August 4, 2023 through August 25, 2023

**JOB SUMMARY**

Plans and implements programs, activities, and communications strategies that ensure University of Colorado Foundation directors are fully engaged with and well informed about the University of Colorado Foundation and the University of Colorado. Provides executive assistance to the President & CEO.

**ESSENTIAL 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.
- 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 directors (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 materials.
- Writes internal and external communication pertaining to board members, meetings, and activities.
- Assists with ongoing flow of information and dialogue between President and CEO and directors, ensuring integrity and timeliness of exchanges and interactions to develop and maintain positive relationships.
- Develops and manages board relations budget, controls expenditures, and explains/justifies deviations.
- Manages board portal (currently OnBoard) and the board calendar
- Processes board and committee meeting expenses.
Other Duties
- Coordinates and/or provides input to special projects or assignments for Executive Management Department.
- Assists with the development of the executive management budget.
-Drafts correspondence and other communications for President and CEO as requested.
- Participates on committees and/or task forces as requested.
- Assists with special projects as requested.
- Performs other 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.
- Excellent written and verbal communication skills.
- Ability to communicate effectively with board members, 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 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, event coordination, and communication required.
- 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 including the ability to work remotely up to two days per week.
• Flexible schedule and may be required to work in-office throughout the week
• Occasional evening hours to staff board-related events
• 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 the day, working with standard office equipment (such as phone, copier/scanner, and personal computer) with or without accommodations.
• Ability to coordinate, travel to, and oversee occasional meetings on CU system campuses.

COMPENSATION PACKAGE
Starting salary is based on education, experience, skills, and other job-related factors. The hiring salary range for this position is: $68,850 – $81,000. This position is eligible for an incentive bonus, full and competitive benefits package, which includes:

• Incentive pay: up to 10% bonus
• Medical: Four 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:
  o Paid Time Off: 25 (first two years)
  o 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

All applications must be received no later than 4:00 p.m. on Friday, August 25, to be considered.

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 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 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.