Business System Project Manager

Location: Denver, Colorado, United States

Relocation: There is a relocation package offered for this position

Where You Will Work

The University of Colorado Foundation provides support for the University of Colorado through donor stewardship. We manage and grow the endowment funds and ensure the appropriate use of those funds. We engage volunteer leadership and we pursue the best governance practices.

What You Will Do

The Business System Project Manager synthesizes and implements technological applications that are customized to meet the Foundation's needs. In consultation with professionals in the CU System Advancement Office and the CU IT department, the Business System Project Manager will match the needs of the Foundation with existing business system products as well as integrate those needs with new systems.

In addition to the Business System Project Manager role, this position will serve as the Project Manager for the University of Colorado Foundation. Specifically serving as the project management liaison to the Office of Advancement's Next Generation Donor Management (NexGen) project and implementation of UC Innovations Ascend gift processing solution on a Salesforce platform. Serving as a Direct Project Manager for the migration of the current on-premise Blackbaud's Financial Edge 7.0 to Financial Edge NXT web solution. Ultimately, this position will then work on continuous optimization of these business systems.

Responsibilities
- Support the CU Foundation in managing customer expectations for project deliverables, managing stakeholder communications, and helping to implement an effective system of project governance.
- Ability to work independently and under pressure, to manage concurrent tasks and responsibilities, and to deal with changing priorities, while maintaining personal effectiveness.
- Ability to complete thorough and accurate research and appropriately apply to projects assigned.
- Develop and implement processes and procedures that describe a specific business system process.
- Train staff and users to work with business system and develop training tools.
- Ensure that business system processes are in harmony with the Foundation's strategic goals.
- Work collaboratively across the Foundation, and in concert with the University of Colorado, to streamline the management of the business system processes.
- Responsible for managing all business processes at the Foundation including integrations with the NexGen Donor Database for System Advancement, PeopleSoft Finance System for the University of Colorado, Cognos for Advancement Intelligence reporting system, UC Innovation's Ascend for gift processing, and FundDriver for the endowment accounting database.
- Ability to establish and maintain good working relationships with co-workers, supervisors, other University personnel, and the public.

- Provide accurate, understandable, and useful metrics/reporting on performance and progress. Utilize those metrics to provide feedback, demonstrate performance, and drive progress.
- Oversee the expected work and deliverables for all program and project documentation.
- Work with Foundation staff to evaluate process improvements and recommend integration solutions based on client preference.
- Work regularly with Foundations management to ascertain that the solutions recommended satisfy compliance and legal requirements.
- Ability to troubleshoot, update and provide general maintenance of the business system.

Education and Years of Experience
- Bachelor's Degree in business or computer science from an accredited institution of higher education or equivalent professional experience (the educational requirement may be substituted by professional experience on a year for year basis).

Knowledge, Skills and Abilities
- Knowledge of Project Management Institute standards for project management demonstrated via multiple project examples.
- Knowledge of Agile-style project management methodologies (Scrum, Kanban).
- Skilled in effective communication, collaboration, and problem-solving.
- Ability to utilize a central project tool with exposure to workflows, central templates, resource reports, and timeline functionality (e.g. Microsoft Project Server, TaskRay).
- Experience in creating onboarding and testing plans to bring FE NXT on board and CUF staff into FE NXT.
- Skilled in managing technical projects and initiatives.
- Strong understanding of technology systems, integrations, technical teams and vendors.
- Experience with FE, FE NXT, and strong understanding of FE NXT integration with SF, Cognos, MDM, and Ellucian Advance.
- Experience managing a small organization's needs in a complex large multi-system environment (e.g. matrix teams and vendors).
- Strong organization skills.
- Strong understanding of business process, and customer service and support.
- Knowledge of services and needs typical in institutionally related foundations (IRF).
- Experience in financial/accounting IT preferred.

Desired, But Not Required
- PMP, or equivalent certification desired.

Applicant Notes
- 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.
- The University of Colorado Foundation is an equal opportunity/equal access/affirmative action employer that strives to develop and maintain a diverse workforce. The Foundation is

committed to providing equal opportunity for all employees and applicants for employment and does not discriminate on the basis of race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy.

- Whatever your intersection of identities, you are welcome at Foundation. We are committed to inclusivity and promoting an equitable environment that values and respects the uniqueness of all members of our organization.

To apply, please submit cover letter and resume via email to:

Jacquie Koewler
Director, Legal Services & Estate Administration
Jacquie.Koewler@cufund.org