



Vice President, Finance/Chief Financial Officer

University of Colorado Foundation

For over 50 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. During fiscal year 2019, the Foundation processed over 74,000 gifts and commitments. 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.

Position Summary

The Vice President, Finance/CFO will act as a strategic partner to the president/CEO, playing a key role in developing, monitoring and evaluating financing and funding strategies and managing/executing on all aspects related to finance, accounting and IT. The VP, Finance/CFO must have the skills to communicate effectively with donors and engage in donor stewardship, and support the Foundation's CU Advancement colleagues. In addition, the VP, Finance/CFO will need to work closely with the Foundation's senior leadership team to collaborate and develop strategies and processes to carry out the Foundation's objectives, oversee revenue and expense management and identify opportunities for growth and areas in need of improved performance.

An outstanding candidate for this role will have a significant record of progressively responsible leadership with a proven history of successfully leading and navigating organizations through growth and strategic evolution. The highest levels of integrity, honesty and ethics are required. The ideal candidate will bring a high degree of emotional intelligence and an ability to foster purposeful relationships with members of the Board, staff and external partners and stakeholders. The VP, Finance/CFO must also operate with a sense of humility and intellectual curiosity that fosters continual learning and understanding.

ESSENTIAL DUTIES

Financial and Operational Management:

- Oversee all aspects of accounting, including cash flow, planning, reporting, organizational and departmental budgeting and forecasting.

- Ensure the timely and accurate preparation of financial statements, financial reports, special analyses and informational reports that are used by staff, the Board of Directors and board committees and the University of Colorado.
- Present financial reports and analysis to the Board of Directors and the Finance/Operations Committee.
- Analyze the Foundation's funding model and work towards continuous improvement.
- Serve as the staff liaison to the Finance/Operations Committee.

Investments:

- Support the work of the Investment Policy Committee, the outsourced CIO (OCIO) and investment consultants.
- Monitor the Foundation's investment strategies, policies and the performance of the Foundation's OCIO and long term investment pool (LTIP).
- Oversee the investment strategies, policies and performance of the Foundation's non-LTIP assets, including the Foundation's short term investment pool, planned giving vehicles (e.g., trusts and charitable gift annuities), and retirement plans, to monitor performance and ensure compliance with board-approved policies and guidelines.
- Serve as the staff liaison to the Investment Policy Committee.

Audit and Risk Management:

- Establish and maintain appropriate internal control safeguards.
- Lead the Foundation's enterprise risk management program.
- Oversee annual external financial audits.
- Ensure compliance with local, state and federal reporting requirements including without limitation IRS reporting requirements.
- Serve as the staff liaison to the Audit Committee.

Team Leadership:

- Establish and implement short and long-range department goals, objectives, policies and operating procedures. Set staff goals and monitor performance.
- Oversee and coordinate finance department activities to maximize quality and efficiency of the department's operations. Recruit, train, develop, supervise and evaluate finance and accounting department staff.
- Initiate and coordinate changes and improvements in automated financial and management information systems for the Foundation.
- Provide strategic planning for, and oversight of, the Foundation's IT systems. Coordinate and facilitate IT projects with University staff and independent IT consultants.

COMPETENCIES:

Management Skills:

- Ability to engage in thoughtful analysis by seeing beyond the first or obvious layer and anticipating future consequences.
- Ability to lead through influence; ability to prioritize and communicate with staff about key objectives necessary to achieve organizational goals.
- Ability to balance strategic thinking and taking action; highly results-oriented.
- Ability to be innovative and forward thinking; listens for emerging trends from staff and peers; able to translate new ideas into action.
- Excellent relationship building skills with the ability to communicate and work effectively with a wide variety of internal and external stakeholders.
- Strong business acumen and ability to contribute to strategy and operations.
- Ability to identify and resolve problems in a timely manner and gather and analyze information skillfully.
- Ability to set expectations of staff, delegate work assignments and provide staff the authority to work independently.
- Ability to motivate others to perform well and accept feedback from others.
- Ability to work as part of a team with lean and limited staff. Willing to do detail work.
- Possess a sense of humor and the personal qualities of integrity, entrepreneurial spirit, calm under fire, humility and a commitment to striving for continuous improvement.

Strategic Leadership Skills:

- Interact with the CEO and members of staff to provide consultative support to planning initiatives through financial and management information analysis, reports and recommendations.
- Serve as a member of the senior leadership team. Serve on planning and policymaking committees and task groups.
- Ensure financial alignment with the Foundation's plans and goals.
- Develop and direct the implementation of business and/or operational plans, projects, programs and systems.
- Remain currently informed about best practices followed by peer institutions and suggest changes to keep the Foundation's policies in line with best practices.

Communications Skills:

- Excellent interpersonal skills, including the ability to effectively coach and mentor team members.
- Excellent written and oral communication skills with the ability to relate well to colleagues and stakeholders, and build constructive and effective relationships in one-on-one and group settings.
- Ability to translate complex financial information into understandable and digestible information, tailored to the audience; ability to effectively present information and respond to questions from board members, managers, staff and external stakeholders.
- Ability to write reports, business correspondence and standard operating procedures.

Computer/Technical Skills:

- Ability to lead the development and implementation of forward-looking and strategic IT plans.
- Strong technical skills with the ability to utilize various technology and learn new technology quickly.
- Strong working knowledge of financial management technology systems.

EDUCATION

Minimum of a BS degree in finance/accounting/business administration. Master's degree strongly preferred.

EXPERIENCE

- Ten years of progressive experience in a senior level finance or accounting position with demonstrated leadership skills and a track record of accomplishments. Preferred industry experience in not-for-profit (endowment experience a plus but not required) or higher education.
- Proven professional experience in finance, accounting, contracts, budgeting and cost control principles including Generally Accepted Accounting Principles and automated financial reporting systems. Knowledge of federal and state financial regulations.

SOFTWARE UTILIZED

Proficient in accounting software (Blackbaud Suite preferred), Microsoft Office Suite and donor management software.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Works in a normal office environment:

- Sitting and standing for long periods.
- Using office equipment such as computer, mouse, keyboard and printer.
- Light physical effort required by handling objects up to 20 pounds.
- Some travel required along the Front Range to University campuses.

For consideration, please send cover letter and resume via email to:

Jacquie Koewler

Director, Legal Services and Estate Administration

Jacqueline.Koewler@cufund.org