

## Gift Administrator, University of Colorado Foundation Job Announcement

**Position Title:** Gift Administrator

**Reports To:** Asst. Director, Gift Management

**Hiring Salary Range:** \$42,000 - \$48,000

**Position Status:** Non-Exempt

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

### JOB PURPOSE

The Gift Administrator performs 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 analyze gift and commitment information and documentation from various sources and updates donors' records as appropriate. This position processes all forms of gifts and commitments through the Foundation's database, generating records and receipts. They respond to inquiries from Foundation and University staff as well as donors and resolve questions and concerns related to gift and commitment information in the database.

### ESSENTIAL DUTIES

- Responsible for specific areas of the daily contribution processing workflow, generally maintaining a two (2) business day turnaround for all gifts and commitments. This includes researching biographical information and/or analyzing source documents to ensure correct information regarding donors and their contributions is entered accurately and timely into the Foundation's database
- Ensure a high level of customer service is maintained when receiving and handling requests from internal and external customers, representing the Foundation and University in a positive and professional manner, including maintaining and responding to questions, requests, and concerns received via the Gifts e-mail inbox or the phone hotline
- Assist in maintenance of operating procedure documents to support department activities and increase productivity and quality assurance of gift processing

### OTHER DUTIES

- Perform administrative support, such as receiving and sorting mail, and assisting the team as needed
- Perform other duties as assigned

### COMPETENCIES

- Ability to quickly acquire and apply new skills and knowledge for one or more processes or areas
- Ability to maintain high level of accuracy while meeting deadlines



- Ability to work on assignments that are moderately complex in nature where judgment and analysis is required in resolving problems and making recommendations
- 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
- Solid time and project management skills
- Solid computer knowledge and ability to use word processing, email, spreadsheet and database software programs. Computer skills may be subject to testing/verification

#### **EDUCATION**

- High School Degree

#### **EXPERIENCE**

- One (1) year of data input, database and/or other directly related experience preferred.

#### **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, data bases, 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)

## COMPENSATION

Starting salary is based on education, experience, skills, and other job-related factors. The hiring salary range for this position is: \$42,000 - \$48,000. 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.