

## The University of Colorado Foundation Job Announcement

**Position Title:** Gift Services Team Assistant  
**Reports To:** Assistant Vice President, Gift Services  
**Hiring Salary Range:** \$39,950 - \$47,000  
**FLSA Status:** Non-exempt/Hourly  
**Position Status:** Full-Time in a Hybrid Workplace  
**Posting Dates:** For best consideration, apply by Friday, March 29

### JOB SUMMARY

The Gift Services Team Assistant provides administrative support to the Gift Services Team, comprised of the Gift & Grant Compliance team and Gift Management team, as it relates to philanthropic contributions received and processed by the CU Foundation for the benefit of the University of Colorado. The position performs a wide variety of administrative tasks paramount to the Team's operations, including, but not limited to, triaging incoming phone calls and emails, receiving and sorting incoming mail, preparing outgoing mail, scanning and filing documents, and executing simple data projects.

### ESSENTIAL DUTIES

- Deliver exceptional customer service.
- Embrace the Foundation's mission and a culture of belonging and collaboration with each other and our colleagues.
- Provide and maintain a high level of customer service when receiving and handling requests from internal and external customers, representing the Foundation and University in a positive and professional manner
- Triage questions, requests, and concerns received from internal and external customers via the various Gift Services team's e-mail inboxes or the Gift Management phone hotline; assist with keeping customers informed of waiting status.
- Handle incoming and outgoing mail, including regularly preparing and mailing letters from the CEO to donors; printing and mailing tax receipts/pledge reminders to donors
- Assist with document management, including scanning and filing hard and soft copies of documents
- Perform data entry and data integrity checks as instructed
- Manage administrative or data projects, including gathering and compiling information through various means, exporting and importing data files
- Contribute to the team's success by being proactive in offering support to team

### COMPETENCIES

- Demonstrated ability to work within a diverse team and actively seek out opportunities to promote and cultivate diversity across the organization.
- 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.

## **EDUCATION/EXPERIENCE**

### **Required**

- High School degree, GED and/or equivalent life, military and/or professional experience
- Proficient user of technology, particularly Microsoft Office Products

### **Preferred**

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

## **SOFTWARE AND EQUIPMENT UTILIZED**

- Microsoft Office Products; Adobe Acrobat; Monday.com; Zoom
- Salesforce/CU Ascend

## **WORKING ENVIRONMENT**

- Hybrid schedule – 4 days in-person/1 day remote
- Overtime may be required as well as PTO may not be approved at fiscal and calendar year end
- 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.

## COMPENSATION PACKAGE

The hiring salary range for this position is: \$39,950 - \$47,000. Starting salary is based on education, experience, skills, and other job-related factors.

This position is eligible for an incentive bonus, a full and competitive benefits package, which includes:

- **Incentive pay:** up to 10% bonus
- **Medical:** Three plan options
- **Dental:** One plan option, 100% employer paid
- **Vision:** One plan option, 100% employer paid
- **Flexible Spending Account:** Employer contributions up to \$2,000 annually
- **Additional benefits:** Disability, Life, Dependent/Health Flexible Spending Accounts
- **Retirement 401(k) Plan:** Employer contributes up to 6% of your annual compensation, per plan terms
- **Paid Time Off:**
  - Paid Time Off: 25 (*first two years*)
  - Holidays: 12 days
- **Lifestyle Spending Account:** Up to \$1200 per year for reimbursements towards wellness programs
- **Free underground garage parking**
- **Public Service Loan Forgiveness plan support**
- **Tuition reimbursement, 529 Savings Plan, Employee Assistance Program**
- **Professional Development Opportunities**

## WORKPLACE

Across our team, we value exceptional customer service, integrity, innovation, embracing our fiduciary responsibilities, and a welcoming and inclusive environment. Ideal candidates will operate well in a collaborative team environment while also completing work independently.

We work in an office environment in a secured building with a mini on-site gym, secure indoor garage parking, with convenient access to uptown and downtown Denver and 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 apply by emailing your resume to [hr@cufund.org](mailto:hr@cufund.org).

For best consideration, applications should be received no later than 4:00 p.m. on Friday, March 29, 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 a 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.