

## Vice President, People and Culture, University of Colorado Foundation Job Announcement

**Position Title:** Vice President, People and Culture  
**Reports To:** Chief Executive Officer  
**Hiring Salary Range:** \$147,000 - \$172,000  
**Position Status:** Full Time, Exempt  
**Posting Dates:** June 29, 2022 – July 29, 2022

### Position Summary

The Vice President, People and Culture is the University of Colorado Foundation's key individual responsible for all areas of Human Resources Management that will cultivate an employee-oriented, equitable, high-performance culture. This role leads with an emphasis on relationships, empowerment, and integrity. This role holds oversight over recruitment and ensures ongoing development of a highly diverse and engaged workforce. As a member of the Leadership Team, the VP, People and Culture creates an HR environment that is people centered. This role provides key human resources leadership including organizational development, programs and practices including recruitment, staff development, employee relations, ethical and legal compliance, compensation and benefits, performance planning, culture of belonging, and employee engagement. The VP, People and Culture develops and implements a workforce strategy for diversity, equity, and inclusion.

### ESSENTIAL DUTIES

#### People Centered Human Resources Environment

- Shapes an environment for staff to feel understood and valued, knowledgeable about benefits and resources, and assisted to mutually solve problems.
- Develop and deploy resources intended to help employees be successful in their roles, including talent development plan, and customized strategies for advancing and retaining people of color as well as other underrepresented groups in the workforce: including but not limited to LGBTQ, differently abled, and religious/ethnic employees.

#### Human Resources

- Oversees the implementation of Human Resources programs through Human Resources staff. Monitors administration to established standards and procedures. Identifies opportunities for improvement and resolves any discrepancies.
- Works closely with PEO on payroll and benefits.
- Develops and monitors an annual budget for Human Resources, as defined by supervisor.
- Develops and implements staffing strategies for the entire employee lifecycle with an emphasis on continuous improvement including:
  - Recruiting with an emphasis on diversity hiring strategy and ensuring candidates feel cared for during the process

- On-boarding/Orientation
  - Employee retention
  - Performance review and improvement
  - Staff development
  - Succession planning
- Support supervisors throughout the organization to ensure the consistent, quality, execution of processes throughout the entire life cycle.
  - Engage in learning at Human Resources Conferences and Seminars as it pertains to benefits, human resources related administration, and human resources laws.

### Benefits

- Oversees all employee benefits including, health, life, disability, and retirement plans including:
  - Annual renewal
  - Keeping abreast of benefit trends to ensure our plan are cost effective and competitive
  - Maintains all plans in compliance with Federal and state laws and regulations.

### Performance Excellence

- Review and analyze staff satisfaction data periodically, at least annually.
- Collect and analyze peer comparable data.
- Develop weekly, quarterly, and annual metrics for scorecards and use results to adjust activities to reach goals.

### Employee Relations

- Formulates and recommends Human Resources policies and objectives to support employee relations.
- Partners with management to communicate Human Resources policies, procedures, programs, and laws.
- Determines and recommends employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale and motivation.
- Provides support and guidance to management, and other staff when complex, specialized, and sensitive questions and issues arise; may be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations.
- Oversees the employee discipline processes.
- May conduct investigations when employee complaints or concerns are brought forth, in consultation with General Counsel.
- Monitors the implementation of a performance improvement process with non-performing employees.

- Reviews, guides, and approves management recommendations for employment terminations.
- Leads the implementation of company safety and health programs. Monitors the tracking of OSHA-required data.

### Compliance

- Oversees HR related policies and procedures; and assists with the design and implementation of people policies and activities to support the Foundation's culture while enhancing employee engagement.
- Oversees updates to the Employee Handbook and other human resources policies.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.

### Diversity, Equity, and Inclusion

- Designs, implements, and governs anti-racist, diversity and inclusion strategies, policies, programs, and initiatives for recruiting, hiring, developing, and retaining a diverse workforce.
- Determines metrics and goals for staffing, tracks this data, and develop action steps to improve results.
- Infuse knowledge and best practices related to racial equity and equity across the Foundation in all programming, communications, internal culture-building, staff development, and business operations.
- Apply an equitable and anti-racist analysis to all functions to achieve organizational goals.

### Organizational Development

- Collaborates with hiring supervisors to develop staffing strategies and plans to identify talent and enhance recruitment and staff retention.
- Translates strategic plan into HR strategic and operational plans, oversees accountability chart and leads the process for assessing organizational needs, employee performance, and values alignment.
- Provides advice and counsel to the Senior Leadership Team, supervisors, and staff regarding HR practices, policies, and employment law.

### Culture

- In coordination with the CEO, and Senior Leadership team, the VP, People and Culture leads efforts to build and execute strategies and processes that promote a culture of belonging, accountability, positive work environment, and staff engagement.
- Develops benchmarking strategies to seek out and implement best practices for employee engagement, satisfaction, and culture.

- Support activities that advance inclusion and equity, such as affinity groups, DEI coaching, training, etc.

### **Other Duties**

- Performs other duties as assigned

### **COMPETENCIES**

- Demonstrated ability to serve as a successful participant on the executive management team that provides company leadership, strategy, and direction.
- Demonstrated ability to effectively interact, communicate, and collaborate with people from all cultural backgrounds.
- Extensive experience with administration of employee programs and policies
- Excellent written and oral communication skills with strong attention to details
- Must have the ability, judgment, poise, and personal capabilities to build and maintain trust.
- Strong analytical skills, problem solving skills, and conflict resolution/negotiation skills.
- Supervisory experience and demonstrated ability to give clear direction, guidance, constructive feedback, and coaching, develop, involve, and mobilize people in shared efforts.

### **EDUCATION**

- Bachelor's degree in Human Resources, Business Administration, or related field; or an equivalent combination of training and relevant work experience.

### **EXPERIENCE**

#### **Required:**

- A minimum of six to eight years of human resource management experience.
- Broad knowledge and experience in employment law, compensation, organizational planning, organization development, employee relations, safety, and training and development.

#### **Preferred:**

- **SHRM-CP or SHRM-SCP**
- **Nonprofit experience**

## 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, databases, or presentation applications, e.g., Microsoft Office Products (incl. Word, Excel and Outlook); Monday.com workflow management.

## Supervisory Responsibility

- Supervise the Director, HR Administration and Office Manager

## PHYSICAL DEMANDS AND WORKING CONDITIONS

- 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).

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.

## COMPENSATION

Starting salary is based on education, experience, skills, and other job-related factors. The hiring salary range for this position is: \$147,000 - \$172,000. 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 (*first two years*)
  - Holidays: 12 days
- **In-Office/Remote hybrid work 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 4:00 p.m. on Friday, July 29, 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. 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 the fiscal year ended June 30, 2021, the Foundation processed over 54,000 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.

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.

The Foundation is a 501(3)c 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.