



COLORADO STATE UNIVERSITY PUEBLO Foundation

Operations Coordinator

Colorado State University Pueblo Foundation
Pueblo, CO

The Colorado State University Pueblo Foundation (hereafter “CSU Pueblo Foundation”) supports the University in its private fundraising and charitable efforts for the purpose of supplementing and enhancing University programs, activities and educational opportunities.

SUMMARY

The Operations Coordinator is responsible for all administrative aspects of the CSU Pueblo Foundation. The Operations Coordinator plays an important role by providing administrative support and participating in fundraising and operational activities including board meetings, financial reporting, and public relations events. The Operations Coordinator is the “director of first impressions” for the CSU Pueblo Foundation.

REPORTING STRUCTURE

The Operations Coordinator reports to the President/CEO of the CSU Pueblo Foundation. She/he interfaces with Foundation Board of Trustees, faculty, campus departments and external University constituencies, including donors. She/he works closely with all advancement staff.

PRIMARY JOB DUTIES

- 1) Operations Support – 40 percent
 - Complete and manage daily cash acceptance protocol. Including Run check deposits every Tuesday
 - Daily cash receipt log
 - Make deposits, both electronically and at local bank
 - Answer the telephone
 - Process the mail
 - Manage off-site storage unit and transfer needed supplies to/from unit to office on a regular basis
 - Assist with event setup and planning, attend events and assist all event clean-up/tear-down efforts
 - Maintain the order, cleanliness and appearance of the office and equipment

- Create name tags, table tents and other meeting materials
 - Maintain the Foundation's general email box, including responding to general inquiries
 - Maintain coffee/tea reception area
 - Maintain office birthday calendar and coordinate all office celebratory events
- 2) Organize Board Meetings and Board Correspondence – 10 percent
- Prepare agendas and packets for quarterly board meetings
 - Notify and track attendance for meetings
 - Coordinate catering and room setup for board meetings
 - Record minutes at all Foundation board meetings and other committee meetings as needed
- 3) Schedule Events and Maintain Calendars – 20 percent
- Maintain the Foundation calendar
 - Oversee Foundation email account
 - Schedule constituent meetings and events; find and confirm locations
 - Maintain foundation community calendar
 - Schedule all Foundation board, committee and task force meetings.
- 4) Supervise Work-Study Students – 20 percent
- Interview and hire work study students
 - Keep the students busy with work appropriate to their skill level.
 - Schedule, track and approve hours.
 - Maintain University and Foundation personnel and computer records for all work-study students.
- 5) Serve as liaison with organizations PEO – 15 percent

Qualifications:

The successful candidate must be able to work under extreme pressure and handle multiple tasks at the same time, with precision and accuracy, from differing constituencies. The Operations Coordinator must be results-oriented and able to think on his or her feet. The Operations Coordinator must be able to work independently and think through problems and solutions; have proven communication skills with an ability to write and speak persuasively about the role of philanthropy; and demonstrate an ability to work constructively with other members of the advancement team and University, alumni, donor and community constituents. Some night and weekend work and travel are required.

Required:

- Bachelor's degree.
- Demonstrated proficiency in Microsoft Word, Excel, PowerPoint and Outlook.
- Demonstrated experience in a position that required exceptional written, speaking and listening skills.
- Demonstrated experience in a position that required an ability to work independently with little supervision.

- Demonstrated attention to detail.
- Ability to supervise individuals
- Experience maintaining a complex hard-copy and electronic filing system.

About the University: Colorado State University Pueblo is a premier mid-sized, public university within a world-class university system that advances the social, cultural and economic development of the region. The University enrolls more than 4,600 students in 27 undergraduate programs with approximately 510 full-time faculty and staff. The University is committed to its strategic plan to continue to increase enrollment, retention and graduation rates over the next 5 years. CSU Pueblo is currently one of the fastest growing Universities in Colorado and has made educational success for students one of its highest priorities. The University is committed to diversity as a key to the total student experience. In recognition of these diversity efforts, CSU Pueblo was honored by the Hispanic Association of Colleges and Universities for its commitment to the success of Hispanics in higher education. The 275-acre campus, which overlooks the Front Range of south central Colorado, is located in Pueblo, one of the more culturally dynamic regions of the country. The campus has recently renovated the athletic and academic facility, opened a new Student Recreation Center and football and track stadium, broken ground on phase one of a three-phase residence hall project and will begin renovation to the University Library next year. Pueblo County is proud of its ethnically and culturally diverse population of more than 150,000 people. The Pueblo community offers numerous art and cultural attractions and recreational options for the outdoor enthusiast.

Salary: \$45K to \$50K, depending upon qualifications, plus benefits.

HOW TO APPLY

Applicants must submit a cover letter addressing their interest and qualifications for the position; a resume; an unofficial transcript, and three professional references including names, addresses and phone numbers. Official transcripts will be required prior to hire. Review of application materials will begin immediately and will continue until the position is filled.

Send application materials by email or mail to:

Todd Kelly, President/CEO
CSU-Pueblo Foundation
2200 Bonforte Boulevard
Pueblo, CO 81001
todd.kelly@csupueblo.edu

Note: The operations coordinator is an employee of the CSU Pueblo Foundation, a private non-profit corporation. As such, the Foundation's benefit system is wholly separate from and different than the benefit system provided to Colorado State University Pueblo employees.

~Position Open Until Filled~