



SENIOR DIRECTOR OF DEVELOPMENT, FOUNDATION RELATIONS

UNIVERSITY OF COLORADO BOULDER

Boulder, Colorado



The Aspen Leadership Group is proud to partner with University of Colorado Boulder in the search for a Senior Director of Development, Foundation Relations.

The Senior Director of Development, Foundation Relations will manage a portfolio of partners, including prospects that are capable of providing grants and making gifts in excess of \$100,000, that help further the mission and goals of the university. The Senior Director will be responsible for refining and implementing strategies to advance cultivation, engagement, and solicitation activities with foundation partners. The Senior Director will lead foundation strategy and fundraising for a specific theme area for the CU Boulder campus. The Senior Director will provide leadership within the university community and act as a strategic partner who is responsible for developing, managing, and sustaining the university's relationship with key external foundation partners in this theme area. With an increased campus emphasis on foundation giving, it will be the Senior Director's priority to identify the greatest areas of opportunity for funding to support the university's mission.

CU Boulder is a globally leading research-intensive university and the only institution in the Rocky Mountain region that is a member of the Association of American Universities. CU Boulder regularly ranks among the nation's top universities in federally funded research expenditures and attracts significant philanthropic investments from individual, corporate, and philanthropic foundations in support of its research, teaching, scholarly, and creative works. The University of Colorado Boulder is committed to building a culturally diverse community of faculty, staff, and students dedicated to contributing to an inclusive campus environment.

REPORTING RELATIONSHIPS

The Senior Director of Development, Foundation Relations will report to the Managing Senior Director of Foundation Relations, Amy Hill.

**THE UNIVERSITY OF COLORADO BOULDER'S COMMITMENT TO
DIVERSITY, EQUITY, AND INCLUSION**

The University of Colorado Boulder exemplifies excellence through diversity by creating a welcoming and inclusive environment, deepening its ability to share and to engage with diverse perspectives, and maximizing the success and inclusion of all students, staff, and faculty. Learn more about [CU Boulder's Inclusion, Diversity, and Excellence in Academics Plan](#).

PRIMARY RESPONSIBILITIES

Fundraising

The Senior Director of Development, Foundation Relations will

- manage a portfolio consisting of 30-50 foundation prospects;
- develop strategies for each foundation in portfolio;
- maintain an active portfolio, engaging in qualification and discovery work in partnership with the research team;
- develop cultivation and solicitation strategies for all foundations in portfolio;
- develop relationships with program officers through phone calls, travel to visit, and invitations to campus;
- plan and execute funder site visits including travel to meet prospects for the purpose of effective cultivation, solicitation, and stewardship;
- through external engagement, develop and maintain awareness of funding opportunities;
- elevate high priority initiatives to the attention of appropriate administrators and other leaders to further campus goal of securing groundbreaking foundation partnerships which support world-class research and impact;
- ensure prospect strategies and donor intent agreements are detailed, contact reports are filed, and stewardship plans are carried out;
- develop letters of intent, white papers, proposals, and other documents to grow relationships with prospects;
- coordinate with appropriate university partners to ensure that documents align with policies and procedures set by the university; and
- work to ensure timely, accurate completion of proposals, pledges, and fund agreements.

Theme Area Leadership & Strategy Development

The Senior Director of Development, Foundation Relations will

- represent the Industry & Foundation Relations team to key internal leaders in assigned theme area;
- work at a sophisticated level to identify and partner with key internal partners, including faculty, unit leaders, and administration;
- develop trust, operating as a campus leader for developing and implementing campus foundation strategy in theme area;
- develop internal collaborations which propel external engagement;
- develop strategy for the assigned theme area and collaborate with other foundation team members who have portfolios for which the theme strategy is relevant;
- partner with the Managing Senior Director, Foundation Relations, in developing, refining, and implementing the foundation relations team strategic plan that includes measurable targets for each fiscal year;
- maintain current pipeline projections and track strategic activity across theme area;
- share knowledge and opportunities with colleagues on the Foundation Relations team;
- provide mentoring and coaching to less experienced team members in designing outreach and engagement plans within the theme area, in coordination with the Managing Senior Director;
- coordinate within the Industry & Foundation Relations team to ensure effective use of administrator and faculty time;
- in coordination with Industry & Foundation Relations team leadership, collaborate closely with unit-level advancement leaders;

- promote a congenial campus advancement culture, sharing assets and making referrals as appropriate to colleagues within the team and across the CU system; and
- represent the Advancement unit at campus and external events, in order to support the University and cultivate/steward donors.

KEY COLLEAGUES

Amy Hill

Managing Senior Director, Foundation Relations

Amy Hill joined the CU Boulder advancement team in September 2017 as the Internal Director of Development for the College of Engineering and Applied Science. As the Managing Senior Director for Foundation Relations, she is responsible for leading the foundation relations team to increase partnership support for the CU Boulder campus. Amy's previous advancement experience includes roles with the University of Denver and Oregon Health & Science University. Prior to her career in development, Amy held technical environmental science, strategic communications, and business development positions with the Port of Portland and Vigor Industrial. Amy earned a Bachelor of Arts in English from Rice University and a Master of Science in technical writing from Portland State University. In her free time, she enjoys reading to her two young children and exploring the great outdoors.

PREFERRED COMPETENCIES AND QUALIFICATIONS

University of Colorado Boulder seeks a Senior Director of Development, Foundation Relations with

- success in an area related to foundation and corporate relations;
- knowledge of foundation focused fundraising techniques, the fundraising climate and issues, and the giving climate for foundation partners;
- knowledge in grant writing;
- knowledge of applicable laws, regulations, and professional standards governing foundation grant making;
- an ability to communicate verbally and in writing, with strong interpersonal skills;
- an ability to analyze information/situations and solve problems;
- an ability to handle sensitive information discretely and maintain confidentiality;
- an ability to organize and manage multiple projects/tasks simultaneously (project management experience is a plus, specifically in technical arenas such as engineering or science);
- an ability to work independently and collaboratively and adapt to changing priorities;
- knowledge of current issues facing public universities and interests/projects of assigned theme area, students, faculty, and alumni; and
- personal computer proficiency especially Microsoft Office Products (including Word, Excel, PowerPoint, and Outlook), Ellucian Advance, Salesforce, infoEd, and other research databases.

A bachelor's degree is required for this position as well as six years of experience in higher education corporate and foundation fundraising or non-profit management.

SALARY & BENEFITS

The University of Colorado offers excellent [benefits](#), including medical, dental, retirement, paid time off, tuition benefit, and ECO Pass. The University of Colorado Boulder is one of the largest employers in Boulder County and offers an inspiring higher education environment. The salary range for this position is \$93,000 to \$110,000 annually.

LOCATION

This position is located in Boulder, Colorado. Residents of Boulder enjoy pristine natural surroundings that provide opportunities to hike, fish, bike, and rock climb. The 2016 Gallup-Healthways Well-Being Index named Boulder the “Best Community for Physical Well-Being” and Lumosity ranked it one of the “Smartest Cities in America.” Boulder is home to the highest percentage of people with advanced degrees in the United States. The communities around Boulder are family friendly with a large inventory of housing and good schools all within easy driving distance to campus.

APPLICATION INSTRUCTIONS

All applications must be accompanied by a cover letter and résumé. Cover letter should be responsive to the mission of the University of Colorado Boulder and the responsibilities and qualifications cited in the prospectus. ***For consideration, applications must be received by October 4, 2021.***

The University of Colorado Boulder is committed to building a culturally diverse community of faculty, staff, and students dedicated to contributing to an inclusive campus environment. It is an Equal Opportunity employer, including veterans and individuals with disabilities.

To apply for this position, visit:

[Senior Director of Development, Foundation Relations, University of Colorado Boulder.](#)

To nominate a candidate, please contact Ashley Buderus:

[ashleybuderus@aspenleadershipgroup.com.](mailto:ashleybuderus@aspenleadershipgroup.com)

All inquiries will be held in confidence.