



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. They interface with Foundation Board of Trustees, faculty, campus departments and external University constituencies, including donors. This position works closely with all advancement staff.

PRIMARY JOB DUTIES

- 1) Operations Support – 40 percent
 - Complete and manage daily cash acceptance protocol.
 - Daily cash receipt log
 - Make deposits, both electronically and at local bank twice a week
 - Coordinate with CSU Pueblo IT to purchase computer equipment
 - Oversee and order office supplies
 - Responsible for main telephone line
 - Process mail daily
 - 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
- Responsible for ordering office supplies weekly

2) Organize Board Meetings and Board Correspondence – 10 percent

- Prepare and distribute agendas and packets for quarterly board meetings
- Setup meeting rooms with tablets and handouts
- Notify and track attendance for meetings
- Coordinate catering and room setup for board meetings
- Record and transcribe minutes of all Foundation board and committee meetings

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 Student Employees – 20 percent

- Interview, hire and manage a minimum of three student employees
- 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 student employees.

5) Serve as liaison with CSU Pueblo Foundation PEO (TriNet) – 10 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 their 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. The position works in the office daily and requires some night and weekend work and travel.

Minimum Requirements:

- High School degree or GED.

- Demonstrated proficiency in Microsoft Suite which includes Word, Excel, PowerPoint, Teams 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.

Preferred Requirements:

- Bachelor's degree from an accredited higher education institution.
- Three years of experience in organizational operations.
- Experience in supervising personnel.
- Experience with event planning.

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.

The successful candidate will be required to submit official transcripts and pass a background check.

Salary: \$55K to \$60K, depending upon qualifications, plus a full benefits package.

HOW TO APPLY

Applicants must fill out an application form at <https://cspueblobfoundation.com/news-events/operations-coordinator/> and upload 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. Review of application materials will begin immediately and will continue until the position is filled.

For more information, please contact Todd Kelly, CSU Pueblo Foundation President/CEO at 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~