



Chief Financial and Operating Officer

Location: Denver, CO

Salary: \$130,000 - \$150,000

Position Type: Full-Time

Position Division: University Advancement & MSU Denver Foundation

Reports to: Vice President of University Advancement (VPUA)/Executive Director of the MSU Denver Foundation

Diverse Talent has partnered with Metropolitan State University (MSU) of Denver, division of University Advancement (UA), including the MSU Denver Foundation, to find its next Chief Financial and Operating Officer. UA is dedicated to providing the guidance and support as donors explore opportunities to align their gift(s) with their interests, ensuring they meet their financial and philanthropic goals. The MSU Denver Foundation Inc. is a nonprofit, direct-support corporation.

Its mission is to promote the development and general welfare of the University by receiving, investing, and administering private support.

The CFOO is responsible for overseeing both the UA's and the Foundation's financial operations, strategy, and investments; business operations; and data management. In this role, the CFOO creates, evaluates, and implements financial and budget strategies to help the UA and Foundation achieve their goals, often partnering with different internal and external constituents. The CFOO serves as the controller for the Foundation, directing accounting staff, developing sound internal controls, ensuring that proper policies and procedures are in place, and guiding staff members in the areas of bookkeeping, accounting, taxes, financial reporting, and compliance. He/she also oversees operations, ensuring that efficient business processes are developed and implemented with a commitment to excellent customer service. An important responsibility of this role is leadership of the Advancement Services team responsible for data integrity, safety and reporting and office management. Reporting to the VP of University Advancement (VPUA), the CFOO serves on the UA Senior Team, and supports the Foundation's Finance and Audit and Investment Committees.

Position Responsibilities

20% Leadership

- Works collaboratively with the VPUA and Senior Team to accomplish the UA and Foundation's goals in support of the University's mission and strategic plan.
- Leads the Finance and Advancement Service Team responsible for providing financial, business operations and data management services across the Division.
- Provides staff leadership and support to the Foundation Board Treasurer, the Audit & Finance Committee, and the Investment Committee.
- Collaborates, as needed, with campus partners to align the Foundation's financial, business and data management activities with other parts of the University.



30% Finance and Investment

- Oversees accounting and finance functions, including managing financial risks, planning, record-keeping, reporting, annual independent audit process, tax reporting requirements, and business analysis.
- Develops and oversees policies, procedures, and internal controls.
- Oversees and directs Foundation and UA budgets; represents UA on the University's Budget Task Force.
- Provides strategic and creative financial solutions to complex projects.
- Oversees investment activities, directs the MSU Denver Foundation investment portfolio manager, and ensures that accurate reports are shared with Foundation Leadership.
- Works with auditors, business consultants and attorneys.

30% Business Operations

- Designs and implements business systems that promote MSU Denver Foundation's efficient operations, fund management, financial systems, and strategic plan.
- Oversees daily financial and advancement services operations, ensuring that services are meeting the Division's operating needs.
- Collaborates with and supports fundraising staff and efforts by assisting with creative gift structuring, capital projects, and planned gifts.
- Collaborates with VPUA and other members of the UA team to oversee business advisors, including attorneys and business consultants.

20% Data Management

- In conjunction with the Director of Advancement Services, ensures that an efficient and effective fund/record creation and gift processing system are developed and maintained.
- Ensures the accuracy and integrity of all data systems, including data input and output, technology management, reporting and staff training/support.
- Provides oversight for procurement and file management, including office & equipment management, purchasing, and document storage.

Required/Preferred Qualifications

Required

- Bachelor's degree.
- CPA license and demonstrated understanding of FASB standards.
- Relevant experience, e.g., accounting, business, investments/finance, process improvement.
- Minimum 3 years of experience in a senior management role.
- Previous experience building collaborative relationships with internal and external constituents.
- Experience supervising staff and working with teams.
- Excellent written communication skills.
- Excellent customer service skills.
- Ability to meet deadlines and work in a deadline-driven environment.



- Commitment to MSU Denver's mission and work.

Preferred

- Master's degree preferred.
- Experience working in Raiser's Edge (donor database), Financial Edge (financial database), Workday, and/or similar software systems.
- Experience in working with investment portfolios and investment managers.
- Experience working in higher education or nonprofits.
- Understanding of foundation accounting and planned giving experience.
- Familiarity with CASE standards for higher education fundraising.
- Demonstrated success in improving operations and implementing process improvement systems.
- Experience addressing complex financial issues, including public-private partnerships.
- Excellent oral communication skills.

Benefits

- Competitive salary, Medical and dental, Generous PTO, etc.

This Job Description describes the general content and requirements for the position. It is not an exhaustive statement of the essential functions, responsibilities, or requirements of the job; they may change from time to time and are dictated by the needs of the organization and the supervisor to whom the employee will report.

Our client is an equal opportunity employer that is committed to diversity, equity, and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.