

Colorado State University Foundation (CSUF)

Director of Fund Services

FTE: 1.0

FLSA Status: Exempt

This position is benefits eligible

Reports to: General Counsel

Summary

Colorado State University Foundation (CSUF) receives, manages, and invests contributions that benefit Colorado State University (CSU). The Director of Fund Services provides strategic leadership and oversight of CSUF's fund services operations, supervising Fund Services Managers and ensuring excellence in donor intent compliance, gift documentation, and fund administration. This role serves as a partner across the Foundation, collaborating with the Legal Team, Gift Services Team, Advancement colleagues, and campus partners to develop and implement best-in-class practices for fund administration. The Director is a skilled communicator, negotiator, and analytical thinker who ensures that CSUF's fund services function mitigates institutional risk, enhances donor trust, and supports CSU's philanthropic mission.

Essential Functions

- **Leadership & Supervision.**
 - Lead, mentor, and supervise Fund Services Managers, fostering a collaborative, high-performing team culture.
 - Set priorities, allocate workload, and provide professional development opportunities to ensure team members' growth and effectiveness.
- **Fund Documentation Oversight**
 - Provide expert review and approval of complex gift agreements, amendments, and fund documentation.
 - Serve as escalation point for fund agreement language, criteria approval, compliance, and documentation issues raised by Fund Services Managers.
 - Collaborate with the Legal Team and internal colleagues to advise on donor intent, legal requirements, CSUF and CSU policies, and fiscal rules.
 - In conjunction with the General Counsel, review and approve grant agreements for acceptable terms and compliance requirements.
- **Compliance & Risk Management**
 - Maintain advanced knowledge of laws, regulations, and policies governing charitable giving and gift administration.
 - Identify and advise on due diligence issues, balancing donor interests with institutional needs and minimizing legal or reputational risks.
 - Partner with the General Counsel and senior leadership to address policy interpretation, exceptions, and precedent-setting situations.
- **Strategic Partnerships & Communication**
 - Build positive relationships with colleges, units, and University Advancement to ensure smooth establishment and stewardship of funds.
 - Communicate clearly and diplomatically with campus partners and internal colleagues regarding fund use and compliance.

- Represent CSUF in cross-campus working groups, committees, and external peer forums.
- Training, Education & Resources
 - Develop and deliver training for staff and campus partners on fund compliance, donor intent, and gift agreement best practices.
 - Serve as a subject-matter expert for internal colleagues, providing guidance on emerging trends, policy changes, and legal considerations.
- Special Projects & Other Duties
 - Lead special projects that advance CSUF's donor stewardship, compliance infrastructure, and operational excellence.
 - Other duties as assigned.

Minimum Qualifications

- Bachelor's degree or equivalent combination of education and experience.
- 5+ years of progressive experience in legal, foundation, gift compliance, risk management, or related fields.
- Supervisory or team leadership experience.
- Strong analytical, writing, and communication skills.
- Demonstrated ability to manage multiple complex projects in a deadline-driven environment.
- Ability to pass a criminal background check.

Preferred Qualifications

- Advanced degree (JD, MBA, or related discipline).
- Substantial experience drafting, reviewing, or negotiating contracts, agreements, or other legal documents.
- Experience working in higher education or a nonprofit foundation environment.
- Proficiency with DocuSign, databases, and Microsoft Office Suite.
- Project management expertise and ability to innovate processes.
- Passion for advancing higher education through philanthropy.

Compensation & Benefits

Starting salary range \$110,000-\$125,000, commensurate with experience. Benefits include health, dental, vision and group life insurance, sick time, vacation leave, and opportunity to participate in 401(a) and 403(b) retirement plans.

To Apply

Please send cover letter, resume, and three references (one of which must be a current or former supervisor) to CSUF_hiring@mail.colostate.edu. References will not be contacted without prior notification to the candidate. **For complete consideration, please submit materials by end of day November 5, 2025.**

Conditions of Employment

This is a full-time, hybrid-optional position. Anticipated start date will be as soon as possible after posting closes.

CSUF is an Equal Opportunity Employer. Consistent with the Americans with Disabilities Act (ADA) it is our policy to provide reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause undue hardship.