Boettcher Foundation
Chief of Staff & Sr. Director of Operations

About Us

The Boettcher Foundation has invested in the people, programs and organizations of Colorado since 1937. While best known for the Boettcher Scholarship, the Foundation also makes grants and investments across the state to build community and create transformational impact. The Foundation's team of 16 works from the Boettcher Cornerstone in downtown Denver, in a close-knit, mission-driven culture that values professionalism, service, collaboration, and developing people for the long term.

Chief of Staff & Sr. Director of Operations Role

The Boettcher Foundation is seeking a Chief of Staff & Sr. Director of Operations to partner with the President & CEO and help the Foundation run smoothly day to day. Reporting directly to the President & CEO, this Sr. Director-level role works across the Foundation to translate strategic priorities into action, strengthen coordination and accountability, improve decision-making, and ensure the right people and resources are aligned around what matters most. The Chief of Staff & Sr. Director of Operations helps the President & CEO focus on the Foundation's highest-value priorities while helping leaders and teams work effectively, navigate challenges, and deliver results.

The ideal candidate is a highly collaborative, thoughtful, detail-oriented and proactive leader who combines sound judgment, operational discipline, and a genuine commitment to serving others. They are an exceptional communicator and relationship builder who can anticipate needs, manage competing priorities, and move work forward without relying on formal authority. They bring humility, discretion, kindness, and professionalism to every interaction, building trust across all levels of the organization. Equally comfortable supporting the President & CEO, partnering with senior leaders, and developing others, they understand that success comes not from being at the center of every decision, but from helping the entire organization operate at its best. They are deeply connected to the Foundation's mission and see this as an opportunity to make a meaningful, long-term contribution.

This is a full-time position based in downtown Denver, CO in office.

Responsibilities

- **CEO Partnership:**
    - Translate the President & CEO's and leadership team's vision into practical plans, bring ideas for how to put them into action, and follow through to completion.
    - Protect the President & CEO's time by managing priorities, anticipating issues, determining what needs her attention, preparing options, and ensuring timely follow-through.
    - Work closely with the Executive Assistant on priorities, preparation, communications and follow-up, including keeping the President & CEO's calendar aligned with current priorities.

- **Organization-Wide Execution:**
    - In partnership with the senior team, work across every team, keeping projects on track, removing blockers, and making sure work is not siloed.
    - Serve as a trusted partner to senior leaders across the organization, helping coordinate priorities, resolve challenges, and advance shared goals. Own the leadership team's operating rhythm,

coordinating meetings, tracking decisions and commitments, and ensuring clear accountability and follow-through.
    - Keep staff informed as priorities and deadlines shift, so everyone is working from the same picture.
    - Coordinate the annual strategic and operational planning process, aligning departmental plans, owners, timelines, and measures of success.
    - Lead key cross-department initiatives, putting the Foundation's refreshed strategy into action, the activation of the organization's new office space, and technology projects such as core system upgrades and AI initiatives.

- **Board Governance and Trustee Coordination:**
    - Coordinate Board governance processes and serve as the primary staff liaison to Board committees, including policy coordination, committee preparation, and follow-through.
    - Coordinate communications and engagement with Trustees, ensuring appropriate President & CEO involvement and timely follow-through.
    - Coordinate governance documentation and tracking of Board and committee commitments. Routine scheduling, records, minutes, event planning, logistics and logistical communications remain with the Executive Assistant.

- **People and Culture:**
    - Partner with the President & CEO and senior leaders to build a strong, collaborative culture with clear expectations and accountability.
    - Coordinate human resources processes, such as performance reviews, benefits administration and employment compliance, working with outside advisors and bringing significant matters to the President & CEO.
    - Mentor and develop direct reports, and partner with the leadership team to build capability across the organization.

- **Operations:**
    - Supervise and develop the Foundation's operations and accounting lead and IT support specialist, setting clear priorities for day-to-day operations, accounting, and technology.
    - Serve as the main point of contact for the Foundation's outside advisors and vendors, including investment consultants, auditors, and outside counsel, keeping work on schedule and bringing significant issues to the President & CEO.
    - Help keep the Foundation's facilities, policies and systems working well, in partnership with the President & CEO, finance staff, and Board committees.

Minimum Qualifications

- Approximately 10 or more years of progressively responsible experience, including executive partnership, cross-functional project management, or organizational operations.
- Sustained tenure across their career and a desire for a long-term role.
- Demonstrated knowledge of Colorado's communities, institutions, and civic and philanthropic landscape, including the diversity of urban, rural, and regional perspectives.

- A track record of execution: taking initiatives from idea to completion across multiple teams, with strong project management and follow-through.
- Experience working with boards or other governance bodies.
- Experience supervising a small team and coordinating outside advisors or vendors.
- Excellent written and verbal communication, with the judgment and discretion to work directly with a CEO, Board members and staff at every level.
- Experience mentoring and developing junior staff.
- Bachelor's degree or an equivalent combination of education and substantial relevant experience.
- Based in the Metro Denver area and able to work in person.

Preferred Qualifications

- Experience partnering directly with a CEO, president, executive director or equivalent senior leader; a prior Chief of Staff title is not required.
- Advanced degree in business, public administration, organizational leadership, or a related field.
- Demonstrated experience in philanthropy, foundations, or grantmaking organizations, with an understanding of philanthropic practices, nonprofit partnerships, and the role of foundations.

Success in the Role

- The President & CEO spends her time on the work that needs her attention, with less direct involvement in operational problem-solving.
- Senior leaders spend less time coordinating and more time leading their areas.
- Board and committee work runs smoothly, and senior leaders collaborate effectively.
- Day-to-day operations, finance, accounting and technology run smoothly, and outside advisors are well coordinated.

Working Environment

- Occasional in-state and overnight travel, evening or weekend work, and transportation to external meetings may be required.

Compensation: DOE $160,000 to $180,000 USD annual base salary

The Boettcher Foundation is committed to creating and maintaining a diverse and inclusive workplace where our employees can thrive and be themselves. We welcome all persons into our community. We embrace the diversity of gender, gender identity or expression, race, color, religious creed, national origin, ancestry, age, physical and mental disabilities, medical condition, genetic characteristic, sexual orientation, marital status, family care or medical leave status, military or veteran status, or perceived membership in any of these groups.

For questions about this opportunity, or to refer someone from your network, please contact:
Katie Sennett, Principal Recruiter, The Chief of Staff Association: katie.sennett@csa.org
View the role and apply: https://talent.csa.org/jobs/732957-chief-of-staff-sr-director-of-operations