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**Ludeman Family Center for
Women's Health Research**

UNIVERSITY OF COLORADO ANSCHUTZ MEDICAL CAMPUS

THE LUDEMAN FAMILY CENTER FOR WOMEN'S HEALTH RESEARCH DEPUTY DIRECTOR

POSITION SPECIFICATIONS

CLIENT

Our client, the **Ludeman Family Center for Women's Health Research** (the "Center") is housed within the University of Colorado School of Medicine and based at the CU Anschutz Medical Campus in Aurora, Colorado.

The **Center** has the 3-part of mission of research, career development for early career scientists in the areas of women's health and sex differences, and education for the public and their health care providers about findings in women's health and sex differences research.

Research funded by the **Center** focuses on the areas of cardiovascular disease, diabetes, and integrated physical and mental health as they relate to women. Given that women were largely not included in studies until the 1990's and the field has historically been understudied, the **Center** is dedicated to funding the next generation of scientists focused on women's health and sex differences research. The **Center** is regarded as one of the best places to conduct research that specifically includes women and considers the distinct, but associated concepts of sex (chromosomal, physiological, biological) and gender (social, psychological and cultural) differences. The **Center's** research is making advances through its research.

The **Center** is committed to growing the women's health research field and workforce as a means to accelerating progress on closing the gap of knowledge. To advance women's health research, the **Center** awards grants, through peer review, to fund research studies for early career faculty. Included in this grant program are Early-Career Faculty Research Development Awards, or seed grants. Seed grants are used to jump-start ideas and help researchers build careers in women's health and sex and gender differences research. In addition to the seed grants and other larger grants, the **Center's** funding, mentoring, trainings, networking and bio statistical support make it possible for early-career researchers to become independent investigators, in that the **Center** effectively positions them to secure future funding.

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The educational focus of the **Ludeman Center** is also critical to its mission. The **Center’s** unique commitment to community involvement and education is helping women and their healthcare providers make informed healthcare decisions while learning about research-based findings in the field. Different educational events are focused on scientists, health care providers and the public. Educational events for scientists include a bi-annual National Conference on Women’s Health and Sex Differences Research and the annual Women’s Health Research Day. Events for health care providers include the Annual Women’s Health Symposium. On the community front, the **Center** hosts an Annual Luncheon, Girls’ Career Day, and a series of Let’s Talk Conversations about Women’s Health, among their many other educational events.

The **Center** was cofounded in 2004 by three faculty members committed to the study of women’s health and sex differences. Director and co-founder Judy Regensteiner is a Distinguished Professor of Medicine at the University of Colorado Anschutz Medical Campus. Dr. Regensteiner’s research expertise is in the cardiovascular effects of diabetes with a specific focus on women with type 2 diabetes since women appear to have more significant cardiovascular abnormalities than men with diabetes. Her lab has been funded for over 30 years and she has authored more than 170 research publications.

Dr. Regensteiner is principal investigator for the National Institutes of Health’s (NIH) Building Interdisciplinary Research Careers in Women’s Health ([BIRCWH](#)) grant and the Doris Duke Foundation’s Fund to Retain Clinical Scientists, both of which are grants focused on mentoring and career development. She is on the NIH’s national Advisory Committee for the Office of Research on Women’s Health.

Dr. Regensteiner and **The Center’s Deputy Director** work closely with a 17-member Community Advisory Board (CAB) composed of distinguished volunteers that bring both a passion for women’s health research and variety of functional expertise to help guide and advise on the operations of the **Center**. **Center** leadership also work closely with a Medicine Cabinet, comprised of members of the Denver community for community feedback. The **Center** also has a Scientific Council, comprised of internationally known scientists from around the country which guides the research agenda of the **Center**.

The **Center** relies on funding from a combination of philanthropy, endowment distributions and University School of Medicine support. The fiscal year 2023 operating budget is approximately \$2.8 million. The **Center** currently employs a total staff complement of eight including the Director, this **Deputy Director** role, and a Senior Principal Gift Officer who administratively works for the University of Colorado’s Advancement Office. Both staffing and the annual budget are expected to grow significantly in the years ahead based upon future pledged support.

The **Center** was re-named in 2021 in recognition of the generous and ongoing support of Ms. Lyda Ludeman and her family. In addition to annual support, Ms. Ludeman has pledged a transformational planned gift of her estate. This support, along with the support of other donors, positions the **Center** for significant future growth and an ever-growing impact on women’s health and sex/gender differences.

For more information about the **Ludeman Family Center for Women’s Health Research**, please see www.medschool.cuanschutz.edu/center-for-womens-health-research.edu.

MORE ABOUT THE CU ANSCHUTZ CAMPUS

The University of Colorado Anschutz Medical Campus is a public education, clinical and research facility serving 4,500 students and a world-class medical destination at the forefront of life-changing science, medicine, and healthcare. CU Anschutz offers more than 42 highly rated degree programs through six schools and colleges, and receives over \$500 million in research awards each year. The School of Medicine is the single largest health professionals’ education provider in Colorado, awarding nearly 1,450 degrees annually. Powered by award-winning faculty, renowned researchers and a reputation for academic excellence, the CU Anschutz Medical Campus drives innovation from the classroom to the laboratory to the delivery of unparalleled patient care.

THE OPPORTUNITY

The **Deputy Director** reports to the Director and serves as the chief operating officer and chief of staff for the **Center**. The successful candidate should have a passion for women’s health issues and the work of the **Center**. In this important role, the **Deputy Director** will partner with the Director to strategically manage the growth and development of the **Center’s** operations and programs which have been created to promote and advance its goals.

The successful candidate will, along with the Director, be responsible for representing the **Center** while promoting awareness in women’s health and sex/gender differences research. Along with the Director, the **Deputy Director** will lead a dynamic organization that includes **Center** staff, the Community Advisory Board, scientific leaders, and University leadership to produce impactful research, mentoring, education and outreach programs. The successful candidate will manage the **Center’s** finance function with support from the Lead Business Professional and oversight from the Director and will pursue a diversified and sustainable financial model through a mix of philanthropy, revenue and University support. In order to be successful in this role, the **Deputy Director** must have proven skills in strategic and financial planning/analysis/forecasting, process management, communications, marketing and interpersonal skills.

Key Responsibilities of this role include:

1. Expand Awareness and Enrich the Center’s Outreach

- Build and maintain close working relationships with the **Center’s** key internal and external constituent stakeholders, ensuring regular and timely communication, the facilitation and delivery of initiatives and follow-up. Interact regularly with the CAB, the Medicine Cabinet, Senior Faculty, **Center** Scientists, University Leadership and other affiliated internal CU and external constituencies.
- With regard to the CAB in particular
 - Be the **Center’s** chief liaison to the CAB

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- Staff the CAB with regards to its committees governance, major gifts stewardship and finance)
- Aid the CAB with identifying, stewarding and onboarding new CAB members
- Pursue strategic relationships and generate an integrated approach to outreach that expands and enriches the **Center’s** University-campus, regional and national presence with the goal of increasing its visibility, recognition and support.
- Provide opportunities for the Director as well as also being personally prepared for key speaking opportunities, meetings and media coverage to promote the **Center’s** mission, vision, goals and achievements.
- Implement processes and programs that will attract and engage more scientists and grow the reputation of the **Center** as a nationally recognized leader.
- Support **Center** efforts to educate the public and healthcare providers about evidence-based findings in women’s health and sex differences research and effectively identify and steward donors and potential donors in support of the study of women’s health and sex/gender differences.
- Oversee the **Center’s** communications program to ensure that the significance, vision and stories of impact of the **Center** are shared with internal and external stakeholders, while ensuring that the scientific accuracy and brand guidelines are incorporated into all communications with a variety of channels and tools: website, newsletter, media, social media and other communication tools.

2. Collaborate Actively in Fundraising Efforts

- In conjunction with University Advancement, strategize and develop individual, annual, multi-year, and legacy fundraising plans focusing on both current and prospective donors.
- Identify, initiate, strategize and deliver on fundraising opportunities relating to individuals, foundations, and corporations in partnership with University Advancement.
- Build and maintain relationships for the **Center** with donors at all levels.
- Oversee the development and execution of stewardship plans and tactics.

3. Provide Operational Leadership in the Delivery of Center Programs and Events

- Manage, develop and evaluate **Center** staff for the effective delivery of daily operations.
- Lead the **Center’s** financial planning, budgeting, reporting and analysis efforts and the development of a diversified and sustainable financial model. Perform financial forecasting to address the **Center’s** needs while identifying performance risks and opportunities.
- Participate actively in developing strategic and tactical plans and programs to support the achievement of the **Center’s** strategic goals and objectives, i.e., Translation to Impact/scholar program, Diversity, Equity and Inclusion in

women's health research and partnerships with UC Health and CU Innovations.

- Help to develop, supervise and execute high-quality, mission-critical programs and events focused on the community, scientists and health care providers.
- Support, help develop, and enhance diversity, equity and inclusion efforts
- Develop and maintain a comprehensive set of metrics that track the **Center's** strategic initiatives, programs and communications to better understand the impact and program opportunities and to support the **Center's** ability to showcase its progress and achievements.
- Lead the development and execution of center governance and interfaces with the **Center's** CAB and committees, the Medicine Cabinet, Senior Faculty and the Scientific Council to deepen personal engagement and **Center** impact on women's health. Identify prospective members for each advisory group and partner with the **Center** Director to recruit and orient new members as needed.
- Work effectively and efficiently within the University system, in compliance with all University guidelines and policies.

4. Other Duties as Assigned by the Center Director

THE PERSON

The **Center** seeks a leader who, along with the Director, can formulate and articulate a vision for an evolving organization and lead/motivate/mentor a team of dedicated staff members consistent with the organization's strategic goals. The successful candidate must be a results-oriented, experienced and highly mission-driven leader that understands her/his role is to support and promote the visibility of the **Center**, as a trusted and highly effective and, at times, "behind the scenes" partner. Other qualities sought include:

- An undergraduate degree (or equivalent experience on a year for year basis) in an appropriate field of study from an accredited institution is required. An advanced degree is preferred,
- Significant (ideally 7 or more years) experience in organizational/operations leadership, financial planning and analysis, and program and event design and execution.
- Experience in nonprofit management and organizational development is preferred.
- Marketing and communications experience, including brand development, is preferred.
- Experience identifying and stewarding prospective donors, as well as working with volunteers, is preferred.
- Prior experience working in a healthcare, scientific or university environment is preferred.
- Prior experience working for and/or closely with board members or trustees is desirable.
- Demonstrated staff management and development experience.
- Proficiency with applications to include the MS Office Suite (i.e. Outlook, Excel, Word, Teams and PowerPoint).

- A passionate personal alignment with the vision and mission of the **Center**.

PERSONAL CHARACTERISTICS

- An energetic, hands-on, strategic and confident yet down-to-earth leader who embodies the **Center's** core values.
- Results-oriented and driven to move things forward; strives toward continuous improvement and measurement against goals.
- A “people person” who is compassionate, operates with humility and effectively integrates into the **Center's** culture and environment, rapidly gaining the trust and respect of colleagues and team members throughout, even as she/he simultaneously drives change and operational process improvements.
- A relationship builder who is able to develop strong relationships with donors, external partners and stakeholders.
- Oral and written communication abilities – strong presentation skills; persuasive and articulate; diplomatic and open style; a good listener; credible.
- Impeccable ethics and the highest levels of integrity.
- A proactive leader; intellectually curious; regularly investigates and brings new ideas to the organization, especially with regard to operational best practices and staff leadership; skilled in critical and creative thinking to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to issues; can effectively manage multiple initiatives with competing deadlines.
- Ability to establish and maintain effective working relationships with colleagues, donors, constituencies and stakeholders at all levels, areas of expertise and diversity of backgrounds.
- Ability to maintain confidentiality and exercise appropriate discretion with information.
- Knowledge of program management, governance, communication best practices, processes and technology.
- Knowledge of finance, budgeting and financial forecasting.
- Ability to step-in, when needed, to execute programs and events.

COMPENSATION

The base compensation for this **Deputy Director** role will be in the range of \$170,000 to \$200,000, dependent on experience and qualifications. As a CU employee, the successful candidate will be eligible for a comprehensive benefits program that includes Medical, Dental, Vision, and Life insurance coverage, retirement savings plan, HSA/FSA, wellness programs and tuition assistance benefits. For more detailed information about the benefit offerings, please see <https://www.cu.edu/employee-services/benefits>.

APPLICATION PROCESS

EFL Associates, an executive search firm, is assisting the **Center** with this important search. All calls and inquiries should be made through the search firm representatives listed below. Referrals and applications will be held in confidence. Review of applications will begin immediately and will continue until the position is filled.

NON-DISCRIMINATION

Our client, the University of Colorado and EFL Associates do not tolerate discrimination on the basis of race, color, national origin, sex, pregnancy, age, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran status, political affiliation or political philosophy in admission and access to, and treatment and employment in, educational programs and activities. The university is committed to maintaining a positive learning, working and living environment and takes action to increase ethnic, cultural and gender diversity, to employ qualified disabled individuals and to provide equal opportunity to all students and employees.

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