



**Position Announcement
Director, LGBTQ+ Alliance Fund
Scope of Work**

The LGBTQ+ Alliance Fund, an initiative of the Community Foundation for Southern Arizona, is currently accepting applications for a Director. We are looking for a dynamic and visionary individual who can build on the success of the organization's legacy.

Resumes received by March 29, 2020 at 5:00 pm will be assured consideration.

Date: March 10, 2020

Title: Director, LGBTQ+ Alliance Fund

Works With: Alliance Fund Advisory Board and Director of Community Investments at the Community Foundation for Southern Arizona (CFSA)

Location: Tucson, Arizona

Status: Part Time (20 - 25 hours/week) contract position

To Apply: Send cover letter, resume and three references to: ssmith@cfsaz.org with the subject line, "Alliance Fund Director Position." All applications are confidential.

Pay: \$40,000 - \$50,000 (no benefits as this is a contracted position)

Organizational Description

Since 1980, the Community Foundation for Southern Arizona (CFSA) has been a trusted philanthropic partner helping individuals, families, businesses, and nonprofits work together to create a stronger community. These funding partnerships allow CFSA to improve the quality of life throughout Southern Arizona by stewarding donor and community resources to measurably affect change. To date, CFSA has awarded over \$200 million in grants and scholarships to nonprofits and educational institutions. In addition to donor services and strategic grantmaking, CFSA assists a number of special funds and initiatives by providing essential infrastructure and staff support. CFSA's provision of skilled staff for finance, grantmaking, and other administrative functions for the LGBTQ+ Alliance Fund are outlined in an MOU between CFSA and the LGBTQ+ Alliance Fund.

LGBTQ+ Alliance Fund

The LGBTQ+ Alliance Fund ("The Alliance Fund") is an initiative of the Community Foundation for Southern Arizona with a specific focus on philanthropy in the LGBTQ+ community. Since 1999, the Alliance Fund has awarded more than 182 grants to 64 different organizations totaling over \$809,597. The Alliance Fund now seeks to expand its grantmaking capacity through enhanced philanthropic gifts and grants, and to advance LGBTQ+ community development and cohesion through both philanthropy and innovative community leadership.



Purpose

The purpose of the LGBTQ+ Alliance Fund Director position is to help significantly grow the Alliance Fund's assets through the identification, cultivation, and solicitation of a) current donors to add to their funds and to include the Alliance Fund in their estate planning, and b) prospective donors for new current and planned gifts. The LGBTQ+ Alliance Fund Director will also conduct work that is vital to the Alliance Fund's overall ability to achieve its mission and priorities, in close collaboration with the staff of CFSA and the Alliance Fund Board.

Qualifications

The position requires a minimum of five to seven years of broad and successful fundraising experience, including the solicitation of substantial and multi-year contributions from individual donors and the facilitation of planned giving. Other required experience includes working with a Board of Directors or similar governing body and sustaining collaborations and partnerships aimed at achieving key objectives. Strong administrative and communication skills are required, as well as demonstrated proficiency in Microsoft Word, Excel, and donor database management. Candidates with knowledge of and familiarity with the Southern Arizona nonprofit and the LGBTQ+ communities are preferred.

Scope of Work: Fund Development & Strategy Planning

Secure a minimum of \$250,000 in contributions to the Alliance Fund annually. The following general activities would be employed under the direction of the Alliance Fund Board and in partnership with the CFSA team:

- I. Develop overall fund development plan to close new gifts to AF, including major gifts and planned gifts.
- II. With the CFSA Philanthropic Services Team, cultivate and follow-through on referrals for gifts.
- III. Work with AF Board to develop strategy for impact and growth.
- IV. In coordination with CFSA's Marketing + Communications Team, develop key messages and donor communications as it pertains to the AF.
- V. Work in coordination with the Program Manager for Initiatives. Hold bi-weekly meetings; be available as a resource for planning and implementing the AF's annual event.



- VI. Maintain accurate records and documentation for the Alliance Fund as it pertains to the donor database, prospect list, gifts received, and other appropriate documentation.
- VII. Attend CFSA staff meetings and professional meetings as needed to promote communication and collaboration aimed at fund development.
- VIII. Work with the board president to coordinate board agendas, ensure minutes are taken and board packets distributed.
- IX. Working with board members and CFSA Marketing and Communications Department, write appeal letters, produce annual impact report and coordinate mailings (use mailing house if desired). Maintain all donor records and databases.
- X. Ensure accurate and timely correspondence, including mailings, gift acknowledgment, thank you cards, donor correspondence as necessary as related to development activities.
- XI. Serve as knowledge center for the AF's work in the community including its mission, values, history, and the programs it supports.
- XII. Develop long-range plans for the AF endowment fund.
- XIII. Coordinate and communicate with CFSA Finance Department about gift activity and financial statements.