

**Community Foundation for Southern Arizona**  
**Tucson, Arizona**  
**JOB DESCRIPTION**

<b>Position</b>	Program Manager, Grants & Initiatives, Community Investments
<b>FLSA Status</b>	Full Time Exempt
<b>Reports To</b>	Senior Director Community Investments
<b>Organization Profile</b>	CFSA was founded in 1980 and is a leading organization in Southern Arizona for effective philanthropy and the primary knowledge center and strategic resource for donors and the nonprofit community in the region.
<b>Position Purpose &amp; Overview</b>	This position provides high-level support and coordination for the foundation’s portfolio of initiatives and grants in close collaboration with the Senior Director of Community Investments to achieve department goals. As part of a collaborative team, they are internally focused and work collaboratively with other foundation staff, as well as externally focused on the work of building productive relationships that help advance existing and new program, initiatives and strategic priorities with nonprofits, donors and other partners. They will provide staff support to committees, and serve as a foundation representative at community meetings and events.
<b>Duties &amp; Responsibilities</b>	<p><b>Grantmaking</b></p> <ul style="list-style-type: none"> <li>• Implement portfolio of assigned grant cycles in coordination with the Senior Director, Community Investments, including the creation and maintenance of online applications, receiving and processing documents, information and data records management.</li> <li>• Responsible for report preparation, analysis and execution from database, and correspondence with all stakeholders.</li> <li>• Respond to inquiries from donors, nonprofits and the community about grant programs.</li> <li>• Conduct outreach to community partners and collaborators to enhance CFSA’s knowledge of Southern Arizona issues.</li> <li>• Incorporate diversity, equity, and inclusion in all grantmaking activities.</li> <li>• Support the Senior Director in planning and executing convenings and briefings with donors, nonprofit partners and other key Community Foundation stakeholders.</li> <li>• Serve as community liaison to organizations and initiatives as appropriate.</li> </ul> <p><b>Initiatives</b></p> <ul style="list-style-type: none"> <li>• Manage administration and grantmaking for designated CFSA initiatives, including the maintenance of records, facilitation of meetings and other activities, the creation and maintenance of online applications, receiving and processing documents, information and data records management, report preparation, analysis and execution from the database, and correspondence with all stakeholders.</li> <li>• Respond to inquiries from donors, nonprofits and the community about programs of CFSA initiatives.</li> <li>• Ensure consistency in processes across initiatives and supporting organizations</li> </ul>

	<ul style="list-style-type: none"> <li>• Partner with the Senior Director of Philanthropic Services on development of website content, news, stories and collateral material for initiatives and grant programs.</li> </ul> <p><b>Nonprofit Research &amp; Analysis</b></p> <ul style="list-style-type: none"> <li>• Research and prepare information about specific topics and/or nonprofits serving southern Arizona for donors and boards as needed.</li> <li>• Provide high-level data analysis to demonstrate program effectiveness through evaluation and prepare and give presentations.</li> <li>• Organize and maintain nonprofit collateral files and documents in appropriate formats.</li> </ul> <p><b>Other Duties</b></p> <ul style="list-style-type: none"> <li>• Participate in and provide support for Community Investment Team meetings. Facilitate discussion as assigned.</li> <li>• Represent the Foundation at relevant community meetings.</li> <li>• With other Community Investments and Philanthropic Services staff, develop and deliver programming to strengthen the capacity of the nonprofit community.</li> <li>• Work with staff across the Foundation to accomplish department’s annual action plan and the Foundation’s strategic goals and priorities.</li> <li>• Participate in Community Investments and Philanthropic Services department meetings.</li> <li>• With other CFSA staff assist with office manager duties and tasks</li> </ul>
<b>Qualifications</b>	<p>The position must demonstrate the following skills:</p> <ul style="list-style-type: none"> <li>• Strong background in program development, evaluation and management.</li> <li>• The highest ethical standards.</li> <li>• Experience in building collaborations and partnerships.</li> <li>• Able to work in a fast-paced work environment with the ability to juggle multiple priorities and stakeholders.</li> <li>• Detail-oriented with ability to see big picture and think comprehensively.</li> <li>• Proven multi-tasking capabilities with a strong ability to plan prioritize and manage complex projects under aggressive deadlines.</li> <li>• Excellent written, oral and interpersonal skills; ability to communicate complex information in a clear, concise manner to a variety of audiences.</li> <li>• Ability to facilitate meetings, synthesize ideas and provide sensitive feedback.</li> <li>• High level of computer proficiency (Windows environment) and outstanding computer skills, including Outlook, Word, Excel, PowerPoint, and Access.</li> <li>• Commitment to creating an inclusive atmosphere where differences are understood, valued and respected; an understanding and appreciation of the diversity found within southern Arizona, including the ability to work with individuals regardless of race, age, gender, gender identity sexual orientation, sexual identity, religion, marital status, disability, national origin or military status.</li> </ul>
<b>Preferences</b>	<ul style="list-style-type: none"> <li>• Experience in grantmaking processes</li> <li>• Education equivalent to BA in an appropriate field.</li> <li>• Nonprofit or philanthropic experience preferred.</li> </ul>

	<ul style="list-style-type: none"> <li>• Donor relations experience and strong commitment to high level, consistent customer relations.</li> <li>• Bilingual (Spanish speaking) is a plus.</li> </ul>
<b>General</b>	The above statements are intended to describe the general nature and level of work being performed by an employee assigned to this job. This is not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel incumbent in this position.
<b>Americans with Disabilities Specifications</b>	<p><u>Physical Demands</u> The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.</p> <p><u>Work Environment</u> Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>While performing the duties of this job, the employee is usually not exposed to weather conditions prevalent at the time.</p> <p>The noise level in the work environment is usually moderate.</p>
<b>Compensation</b>	Hiring range is \$40,000 to \$47,000.
<b>At Will Relationship</b>	This document does not create an employment contract, implied or otherwise, other than an “at will” relationship which means that either the successful candidate or CFSA may terminate the relationship at any time, with or without notice, and with or without cause.
<b>Last Updated</b>	January 2021