



5049 E. Broadway Blvd., Suite 201, Tucson, AZ 85711  
Office 520-770-0800 Fax 520-770-1500 cfsaz.org

<b>Position</b>	Program Manager
<b>Department</b>	Community Investments
<b>FLSA Status</b>	Full Time, Exempt
<b>Reports To</b>	Director, Community Investments
<b>Location</b>	The position is located in Tucson, Arizona. As a place-based organization, the selected candidate is expected to reside in Southern Arizona.
<b>Organization Profile</b>	<p>Founded in 1980, the Community Foundation for Southern Arizona has supported Southern Arizona with over \$215 million in grants and scholarships, stewarding the philanthropic legacy of our community's generous donors and increasing the breadth and depth of resources available to nonprofit organizations in our region.</p> <p>The impact we make is a collective one, with funds held by individuals, families, and businesses with unique interests, ideas, and passions. Our work touches every aspect of daily life, including animal welfare, arts and culture, community development, education, environment, health and human services, and more.</p> <p>In addition to the support provided to Southern Arizona nonprofits through donor-advised grants and competitive grantmaking, CFSA also partners with nonprofits through its Center for Healthy Nonprofits and offers beautiful and affordable office, meeting, and event space at its centrally located Community Foundation Campus.</p>
<b>Position Purpose &amp; Overview</b>	<p>This position provides high-level support and coordination for a variety of grant programs, as well as the Foundation's portfolio of scholarship programs, education-related grants, and education-related field of interest impact funds. This position will also assist and manage as assigned other grants and work in close collaboration with the Director of Community Investments to achieve department goals.</p> <p>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 with educational institutions, donors, students, as well as nonprofit partners, and provide institutional knowledge of issues related to education and scholarships, the nonprofit sector, and the region. They will provide staff support to committees and serve as a foundation representative at community meetings and events.</p>
<b>Duties &amp; Responsibilities</b>	<p><b>GRANTMAKING</b></p> <ul style="list-style-type: none"> <li>• Implement a portfolio of assigned grant/scholarship cycles in coordination with the Director, Community Investments, including the creation and maintenance of online applications, receiving and processing documents, information and data records management, and report preparation, analysis and execution from the database, and correspondence with all stakeholders.</li> <li>• Develop and implement a strategy in collaboration with the Director, Community Investments, for disbursing field of interest impact grants.</li> <li>• Manage grants and community engagement processes related to Catchafire, an online capacity-building tool.</li> <li>• Respond to inquiries from donors, nonprofits, and the community about grant programs.</li> <li>• Assist the Director of Community Investments with the facilitation of the CORE Grants process and team coordination.</li> </ul>

- Conduct outreach to community partners and collaborators to enhance CFSA's knowledge of Southern Arizona
- Plan and coordinate events for CFSA Initiatives, Community Investments team, and CFSA.
- Incorporate inclusion, diversity, equity, and access (IDEA) in all grantmaking activities.
- Support the Director, Community Investments in planning and executing convenings and briefings with donors, nonprofit partners, and other key Community Foundation stakeholders.
- Serve as a community liaison to organizations and initiatives as appropriate.

#### **SCHOLARSHIPS**

- Manage relationships with scholarship donors through in-person meetings and communication concerning their scholarship awards. Serve as the primary relationship manager with scholarship donors.
- Manage scholarship application processes by monitoring, receiving, and processing documents, information and data records management, and report preparation, analysis, and execution from the database.
- Manage the creation and maintenance of scholarship applications within our online system.
- Provide troubleshooting assistance to scholarship applicants.
- Advertise, recruit, train, and support the Scholarship Committee.
- Conduct research and keep abreast of the latest developments in national higher education and best practices, and how they impact CFSA scholarship funds.
- Develop and maintain relationships with school counselors, college administrators, and others involved in providing scholarship information and/or in processing scholarship awards.
- Respond to inquiries from donors, nonprofits, and the community about scholarships programs.
- Partner with the Sr. Director of Marketing and Communications on the development of website content, news, stories, and collateral material for scholarship programs.
- Ensure that IDEA practices are incorporated into scholarship processes.

#### **CONVENING SUPPORT**

- Work in conjunction with Community Investment staff to develop and facilitate community convenings.
- Assist with logistics of convenings.
- Assist with the research needed for convenings.
- Assist with preparation and execution of convenings.

#### **OTHER DUTIES**

- Participate in and provide support for Community Investment Team meetings. Facilitate discussions as assigned.
- Represent the Foundation at scholarship and other relevant community meetings both local and statewide.

	<ul style="list-style-type: none"> <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 the department's annual action plan and the Foundation's strategic goals and priorities.</li> <li>• Participate in cross-departmental meetings.</li> <li>• With other CFSA staff assist with office manager duties and tasks.</li> </ul>
<p><b>Experience, Knowledge, and Skills</b></p>	<ul style="list-style-type: none"> <li>• Strong background in program development and management.</li> <li>• Strong customer service, teamwork, and collaboration skills.</li> <li>• High 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 the ability to see the 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>
<p><b>Preferred Experience, Knowledge, and Skills</b></p>	<ul style="list-style-type: none"> <li>• Experience in grantmaking processes.</li> <li>• Nonprofit or philanthropic experience preferred</li> <li>• Donor relations experience and a strong commitment to high-level, consistent customer relations.</li> <li>• Bilingual (Spanish speaking)</li> </ul>
<p><b>General</b></p>	<p>We know there are great candidates who will not fit everything we have described above or who have important skills we have not considered. If that's you, do not hesitate to apply and tell us about yourself.</p> <p>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.</p>
<p><b>Americans with Disability Specifications</b></p>	<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</p>

	<p>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, color vision, peripheral vision, depth perception, and the ability to adjust focus.</p> <p><u>Work Environment</u></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• While performing the duties of this job, the employee is usually not exposed to weather conditions prevalent at the time.</li> <li>• The noise level in the work environment is usually moderate.</li> </ul>
<b>Compensation</b>	<p>The salary range for this position is \$42,000-47,000, commensurate with experience.</p> <p>CFSA offers full-time employees:</p> <ul style="list-style-type: none"> <li>• 401(k) retirement with employer match. Eligible after 90 days with full vesting, with CFSA contributing 4% of salary immediately and matching up to 4% more after one year, for a total potential match of up to 8% with 4% guaranteed.</li> <li>• Health insurance: CFSA covers 80% of the employee premium and 50% of all dependent coverage costs under the base plan.</li> <li>• Dental and vision insurance: CFSA covers 90% of the employee premium.</li> <li>• Life, accident, death, and disability insurance: CFSA covers 90% of the employee premium.</li> <li>• Long term disability: CFSA covers 90% of the employee premium.</li> <li>• 20 days of paid time off in year one</li> <li>• Paid family leave</li> <li>• Beautiful, modern, art-filled campus and other amenities.</li> <li>• CFSA promotes a flexible work environment that supports a healthy work/life balance and hybrid work options.</li> </ul>
<b>How To Apply</b>	<p>Please email your cover letter and resume to Jeaiza Quiñones Ivory at <a href="mailto:jqivory@cfsaz.org">jqivory@cfsaz.org</a>.</p>