Finance and Gifts Associate
Job Opportunity

Together, we are building an equitable and vibrant community for all Southern Arizonans.

cfsaz.org
520-770-0800
It is my greatest joy to inspire a passion for giving in others - helping them achieve their philanthropic goals, and working together to create an equitable and vibrant community for all Southern Arizonans.

- JENNY FLYNN, President and CEO
Home to more than 500 funds benefitting a wide range of causes

$215+ million in grants & scholarships awarded since 1980

$200+ million in total assets

$15+ million grants & scholarships awarded in 2021

$26+ million contributions received in 2021

24,000 square feet of solar-powered nonprofit office, meeting, and event space at the Community Foundation Campus

218+ hours of organizational development support offered through CFSA’s Center for Healthy Nonprofits in 2021

seven Southern Arizona counties served: Pima, Santa Cruz, Cochise, Yuma, Graham, Greenlee, and Pinal

At the Community Foundation Campus, nonprofits of different missions, models, and maturity are working and growing, side by side. A modern, light-filled space, the Campus offers local nonprofits multiple ways to convene, collaborate, and grow.
BUILDING A FOUNDATION FOR GOOD

At the heart of everything we do is our commitment to stewarding the philanthropic legacy of our donors and our dedication to working in partnership with nonprofit organizations in our region. Through a variety of programs and initiatives, CFSA is bringing together the people and resources needed to create an equitable and vibrant community for all Southern Arizonans. Here are a few highlights of some of our initiatives.

Center for Healthy Nonprofits

218+

Hours of organizational development support offered through the Center in 2021

The Community Foundation for Southern Arizona supports local nonprofits with capacity-building and organizational development assistance through its Center for Healthy Nonprofits. By tapping into the rich resource of the nonprofit consulting community in Southern Arizona and nationally recognized experts, the Center offers nonprofits of all sizes valuable guidance and skill development.

The Center’s training programs include a variety of workshops, roundtables, and seminars featuring both “hot topics” and essential nonprofit management and leadership curricula. From workshops dedicated to self-care practices to multi-session programs to increase basic fundraising knowledge and skills, the Center offers a wide variety of resources.

Founded in 2013 by esteemed educator and civic leader Dr. Anna Jolivet, the African American Legacy Fund (AALF) works to address the educational and economic disparities faced by African Americans who call Southern Arizona home. Through its grantmaking, AALF supports innovative educational programs for African American youth in the community.

Dr. Jolivet had a vision of what Southern Arizona can be when we bring together people, money, and goodwill to make sure all of our children, youth, and families have the opportunities and resources to prosper. To date, AALF has provided $186,000 in grants to twelve nonprofit collaborations. In 2021 alone, the fund granted $50,000 to 8 organizations – its largest grant round to date.

Pima Alliance for Animal Welfare (PAAW) was created in 2012 to ensure that all Pima County companion animals have a loving home and humane care. At that time, almost 13,000 animals a year were being euthanized annually in our municipal shelter, and our community needed to act. Today, Pima Animal Care Center has a 90% save rate.

Over the past nine years, PAAW has supported Pima County’s animals by building voice and collaboration amongst stakeholders in the animal welfare world. To date, PAAW has hosted 16 community-wide gatherings and provided relevant training and presentations by local and national animal experts.
With 300+ days of sunshine each year, Southern Arizona is the perfect place for hiking, biking, swimming, rock climbing, running, and golf. The region is rich in history and culture, with world-class museums and year-round events, festivals, and sports. Numerous mountain ranges and the beautiful Sonoran Desert to explore. A mix of highly-rated private and public schools, including the University of Arizona. Easy access to Phoenix, Sedona, and Southern California for weekend trips. Incredible cuisine throughout the region. Tucson is UNESCO’s first City of Gastronomy in the United States.

Thanks to our donors and funding partners, CFSA is the largest grantmaker in Southern Arizona.

With a primary focus on Pima and Santa Cruz counties, we cover a seven-county region that includes secondary grantmaking markets in Cochise, Yuma, Graham, Greenlee, and Pinal counties.
THE OPPORTUNITY

POSITION OVERVIEW

Reporting directly to the Accounting Manager, the Finance and Gifts Associate position is responsible for gift processing, vendor invoices, monthly bank reconciliations, various general ledger entries in the CFSA database along with other tasks as assigned by the Accounting Manager.

KEY RESPONSIBILITIES

The Finance and Gifts Associate will have the following responsibilities:

- Data entry of received gifts into database and communication of same to internal interested parties.
- Process recurring pledges and manual donor credit card contributions.
- Maintain electronic gift record-filing system.
- Written and verbal communication with donors regarding gifts as needed.
- Data entry of vendor invoices and review of account coding (to include monthly corporate credit card activity).
- Maintain electronic vendor invoice filing system.
- Bank statement reconciliation and accounting for select accounts.
- Participate in Donor Fund Statement review and mailing process.
- Accounting for pledges and allowances and other select general ledger accounts.
- Assist in various annual audit items related to gifts and vendor invoices.
- Track in-kind gift and expense activities.
- Interface with project funds on event gift activity from a Finance perspective.

CANDIDATE PROFILE

Excellent organizational skills, attention to detail, and a high level of accuracy are essential to this role. A high level of computer proficiency is required, as is the ability to prioritize and problem-solve in a fast-paced work environment.

The ideal candidate will bring a strategic, inclusive, and collaborative approach to the role. As a place-based organization, the selected candidate is expected to reside in Southern Arizona.

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.

HOW TO APPLY

To apply, please email your cover letter and resume to Emily Chavez at echavez@joyfuljobs.org. Please put “CFSA Finance and Gifts Associate Opportunity” in the subject line of your email.

Please visit our website at https://cfsaz.org/who/employment/ to view the complete job description.
The Community Foundation for Southern Arizona offers an outstanding total rewards package to meet employees’ health and wellness needs, promote professional development and career growth opportunities, recognize performance, and provide retirement resources.

### Health & Wellness
- Medical
- Dental
- Life Insurance
- Disability
- Employee Assistance Program

### Financial
- Base Pay
- Team Bonus
- Retirement Plan with match
- Paid Time Off

### Culture
- Mission-driven
- Rewarding Work
- Inclusion, Diversity, Equity, and Access
- Hybrid Work Model

### Training
- Training and Development
- Career Growth
- Training Budget