



Executive Assistant to the President & CEO Job Opportunity



Community
Foundation
for Southern Arizona

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

cfsaz.org
520-770-0800



OUR PURPOSE

To create an equitable and vibrant community for all Southern Arizonans by connecting donors to the causes they care about.

OUR VALUES

- Collaborative, Innovative, and Effective Leadership
- Integrity
- Stewardship and Service
- Inclusion, Diversity, Equity, and Access

OUR IMPACT

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.

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.



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

CFSA Highlights

24,000

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

500+

Home to more than 500 funds benefitting a wide range of causes

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

\$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



Community
Foundation
campus

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.

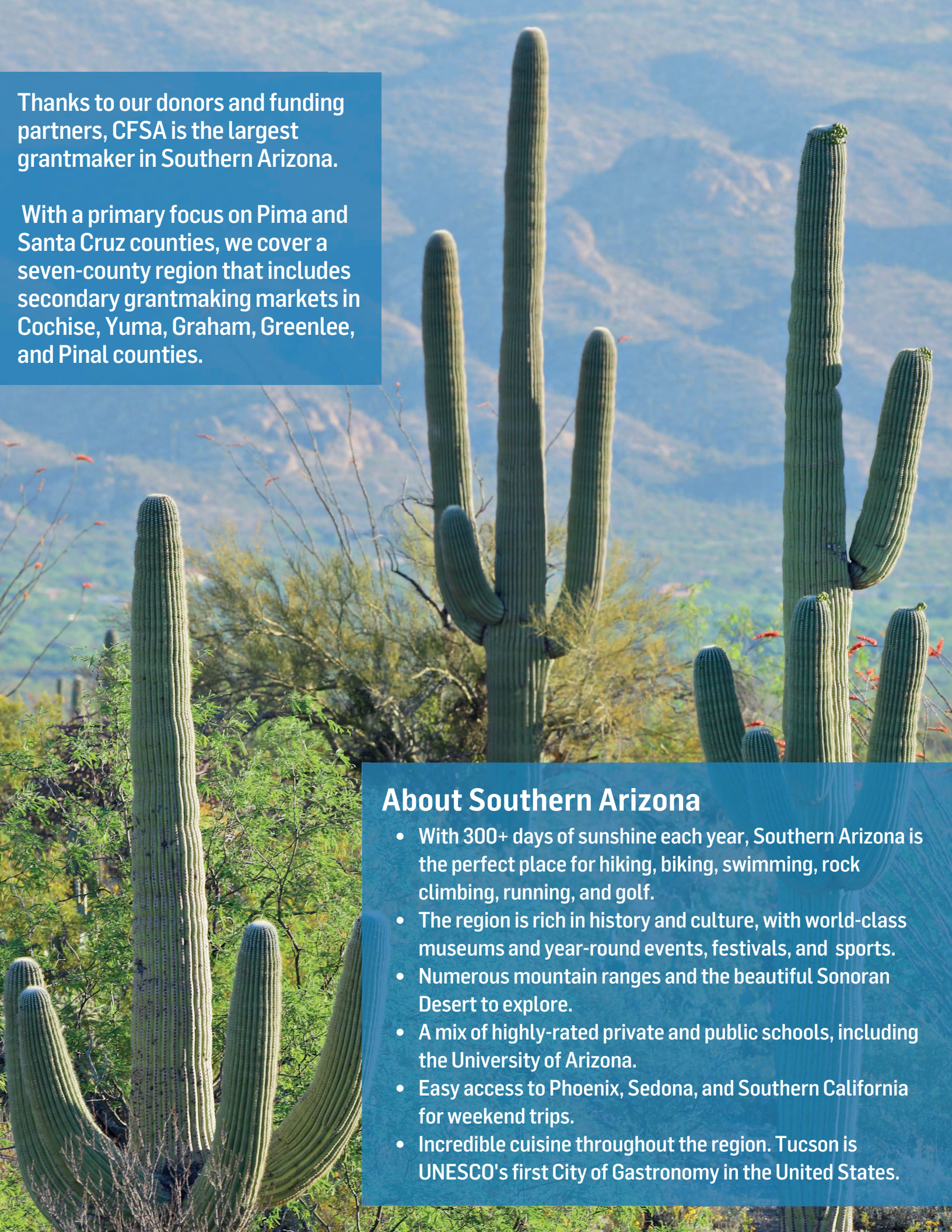


PIMA Alliance for Animal Welfare



The 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.

A large Saguaro cactus with several arms stands prominently in the foreground. The background shows a vast desert landscape with rolling hills and mountains under a clear blue sky. The cactus is green with distinct vertical ribs and small spines.

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.

About Southern Arizona

- 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.

THE OPPORTUNITY

POSITION OVERVIEW

The Executive Assistant directly supports CFSA's President & CEO and Board of Trustees. This individual must be creative and enjoy working on a collegial team that is purpose-focused, results-driven, and solutions-oriented. As the Executive Assistant, this individual will work closely with the President & CEO to ensure an inclusive workplace, promoting our purpose and shared values. This work requires a high level of discretion and the application of administrative and project management skills. The Executive Assistant will manage a wide range of duties in a proactive and detail-oriented manner to facilitate the President & CEO's ability to lead the organization effectively.

KEY RESPONSIBILITIES

1

SUPPORT THE PRESIDENT & CEO

The Executive Assistant provides support and assistance to the President & CEO, ensuring effective use of time and productive interactions with staff and the public. This position manages a wide range of administrative and executive support-related tasks involving clerical and administrative functions, research, and management roles. They serve as a liaison to the President & CEO, manage schedules, prepare information, analyze data, and assemble necessary materials to prepare the President & CEO for all internal and external meetings.

2

SUPPORT THE BOARD OF TRUSTEES

The Executive Assistant also plays a key role in supporting CFSA's Board of Trustees. Tasks include scheduling and organizing Board of Trustees meetings, preparing and distributing Board materials and relevant committee packets, and ensuring that all Board documents are filed appropriately. This position is responsible for maintaining and managing Board policies and the policy and bylaw review process. The Executive Assistant also provides essential support to the Board Chair, Executive Committee, and Governance Committee related to board recruitment, board orientations, and managing the board portal.

3

SUPPORT THE ORGANIZATION

This position is responsible for ensuring all legal records for the Foundation are current and complete and participates in office and Foundation-wide tasks, including general assistance with Foundation events and general clerical duties as needed.

CANDIDATE PROFILE

Excellent organizational skills, interpersonal skills, and attention to detail are required, along with a commitment to ongoing learning, assessing outcomes, and approaching challenges through a lens of continuous improvement. The ideal candidate will be able to prioritize work effectively, adjust to multiple demands, prioritize tasks, and meet commitments in a fast-paced work environment. Candidates must demonstrate exceptional communication skills, especially listening, writing, proofreading, editing, and minute taking, with consistently great attention to detail. 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

Please email your cover letter and resume to HR@focus.net. Please put "CFSA Executive Assistant" in the subject line of your email.

Application review will begin on July 19, 2022.

Visit our website at <https://cfsaz.org/who/employment/> to view the complete job description.

COMPENSATION

The salary range for this position is \$50,000-\$59,000, commensurate with experience.

CFSA offers full-time employees:

- 401(k) retirement plan 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%.
- Health insurance: CFSA covers 80% of the employee premium and 50% of all dependent coverage costs under the base plan.
- Dental and vision insurance: CFSA covers 90% of the employee premium.
- Life, accident, death, and disability insurance: CFSA covers 90% of the employee premium.
- Long-term disability insurance: CFSA covers 90% of the employee premium.
- Ten paid holidays and twenty days of paid time off in year one.

PLUS

- Paid family leave.
- Beautiful, modern, art-filled campus and other amenities.
- A flexible work environment that supports a healthy work/life balance and hybrid work options.

TOTAL REWARDS

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