



## HR & Office Manager Job Opportunity



Community  
Foundation  
for Southern Arizona

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

[cfsaz.org](http://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

## \$215+ million

in grants & scholarships awarded since 1980

## 500+

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

## \$200+ million

IN TOTAL ASSETS

## 218+

hours of organizational development support offered through CFSA's Center for Healthy Nonprofits in 2021

## \$15+ million

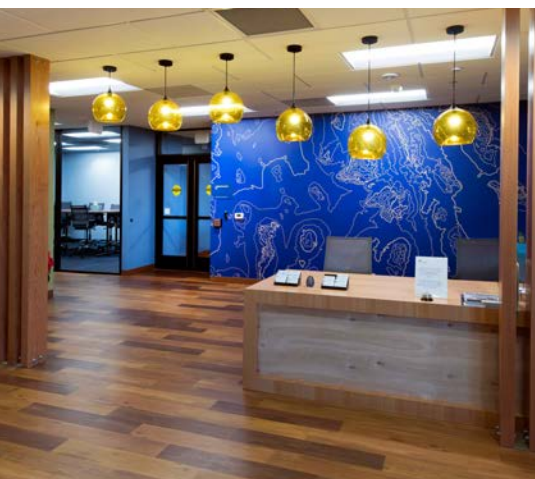
grants & scholarships awarded in 2021

## \$26+ million

contributions received in 2021

## seven

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



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.



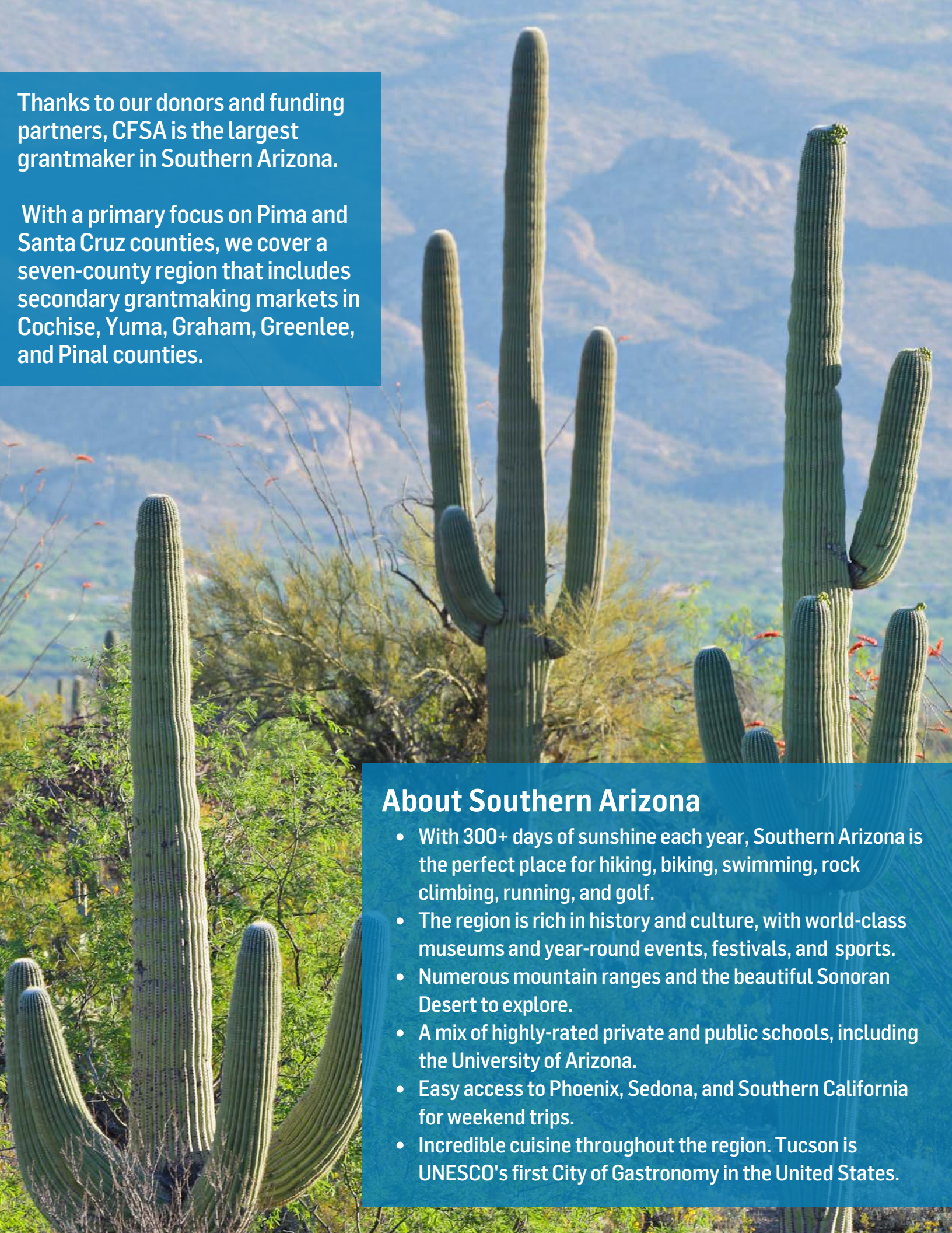
**PIMA Alliance for Animal Welfare**



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.





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

Reporting directly to the Chief Operating Officer, the HR & Office Manager is responsible for managing all the general functions of the CFSA office and serves as the human resources liaison in conjunction with the COO and our outsourced HR company, FOCUS HR. Critical to this position is an understanding and recognition that our CFSA team is our most important asset, and the individual in this role will help ensure that we have a happy and productive workplace where everyone works to realize our shared purpose. Promoting our values and shaping a positive work culture is a vital aspect of the job.

## KEY RESPONSIBILITIES

1

### **SUPPORT RECRUITMENT, HIRING, & ONBOARDING**

The HR & Office Manager will partner with the COO and FOCUS HR to assist with recruiting, hiring, onboarding, and termination of all CFSA employees and contractors. This individual will complete all forms required to onboard, off-board, and manage employees.

2

### **SUPPORT PERFORMANCE MANAGEMENT & TALENT DEVELOPMENT**

The HR & Office Manager will also assist with implementing CFSA's performance management processes, including annual performance reviews. This individual will help identify and encourage staff to participate in opportunities for training & professional development.

3

### **OFFICE MANAGEMENT**

This position is responsible for updating, managing, and maintaining procedures for all office operations, including ensuring a positive experience for external customers who call or visit the CFSA offices, including donors, fund holders, nonprofit staff, and campus tenants. This person will also coordinate staff celebrations and participate in (and support) meetings as assigned.

4

### **SUPERVISE HIGH SCHOOL INTERNS**

This position will provide oversight and mentorship to high school students who participate in the San Miguel High School Intern program, identifying opportunities for tasks that interns can support and making recommendations for improving office efficiencies.

## CANDIDATE PROFILE

Excellent organizational skills, interpersonal skills, and attention to detail are required, along with the ability to work cooperatively with others, both inside and outside the organization. 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](mailto:echavez@joyfuljobs.org). Please put "HR & Office Manager" in the subject line of your email.

Please 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.
- Nine 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