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Position	Human Resources and Office Manager
Department	Operations
FLSA Status	Full Time, Exempt
Reports To	Chief Operating Officer
Location	The position is located in Tucson, Arizona. As a place-based organization, the selected candidate is expected to reside in Southern Arizona.
Organization Profile	<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>
Position Purpose & Overview	<p>The primary responsibilities of the Office and HR Manager are to manage all the general functions of the CFSA office and serve 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 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.</p> <p>As HR manager, this individual will be the initial point of contact for employee-related issues - engaging, partnering, and escalating issues to the COO and Focus HR when needed. The key HR duties of the position will include 1) ensuring that supervisors are supported through the recruitment and hiring process, 2) developing and managing a comprehensive orientation and onboarding process for new employees, 3) engaging in general employee relations, and 4) implementing and supporting performance management, training & development, and general talent management.</p> <p>As Office Manager, the person in this role will need to develop a full comprehension of CFSA's general overall operations and procedures. This role will be responsible for managing a wide range of administrative and support-related tasks, while also overseeing all administrative functions for the office. The Office Manager is also responsible for working with the San Miguel High School Student Intern program, which includes training, coaching, and mentoring high school students in all aspects of office operations.</p>

<p>Duties & Responsibilities</p>	<p>Human Resources Support</p> <ul style="list-style-type: none"> • In partnership with the COO, engage in general employee relations and serve as the internal representative for all HR matters. • Coordinate and liaise with CFSA's outsourced HR partner, FOCUS HR, to manage all aspects of HR for CFSA. This includes assisting with the recruitment, hiring, and termination of all CFSA employees and independent contractors. Ensure that the President/CEO is involved in the process and signs off on all offers and contracts. • In partnership with FOCUS HR and our outsourced IT vendor, complete all transactions and forms required to onboard, off-board, and manage employees through changes in salary, status, etc. • Develop processes, standards, and templates to ensure that hiring managers and supervisors are supported through the recruitment and hiring process. • Refine and manage a comprehensive orientation and onboarding process for new employees in partnership with supervisors and the CFSA management team. • Implement and support CFSA's performance management processes, including annual performance reviews and the coordination and tracking of personal development plans. • In partnership with the COO, support CFSA's total rewards program, including recognition, base compensation, and bonus program. • Identify and encourage staff to participate in opportunities for training and professional development, and take responsibility for identifying opportunities for improving CFSA's talent management approach, processes, and procedures. • Create, update, maintain, and apply all internal HR policies and CFSA guidelines and ensure they are compliant with all applicable laws and industry best practices. <p>Office Management</p> <ul style="list-style-type: none"> • Update, manage, and maintain procedures for all office operations, including taking responsibility for answering and routing all incoming phone calls (including managing backup support when needed). • Ensure a positive experience for external customers who call or visit the CFSA offices, including donors, fund holders, nonprofit staff, and campus tenants. • Process mail and complete check deposit preparation in accordance with CFSA's dual control procedure, as requested. • Support operational needs of the foundation under the leadership of the COO, including oversight of areas such as insurance and oversight for the independent contractor process. • Oversee and refine CFSA's Record Retention program. • Coordinate staff celebrations, including (but not limited to) oversight of group birthday cards, support for staff parties, etc. • 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 efficiencies. • Work with the Community Foundation Campus Manager to support facility needs. • Oversee office equipment maintenance and supplies, including facilitating repairs when needed and ensuring that supplies are well-stocked. • Participate in department and staff meetings, including supporting staff meetings. • Perform general clerical duties, including printing, scheduling, mailing, filing, etc.
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	<ul style="list-style-type: none"> Join other staff in office and CFSA-wide tasks as necessary, including general assistance with Foundation events and service on committees.
Experience	<ul style="list-style-type: none"> Four-year degree or equivalent experience (4+ years of professional work experience.) A minimum of three years of direct experience in office management and/or general human resources
Knowledge, Skills, and Abilities	<ul style="list-style-type: none"> Excellent interpersonal skills with a willingness and ability to work cooperatively with others, both inside and outside the organization. Ability to maintain confidentiality, particularly regarding all relevant HR and employee relations issues. Ability to project a professional image and customer service-oriented approach at all times in person, via email, and on the phone. Attention to detail and a high level of accuracy while balancing multiple (and sometimes competing) priorities and activities. Self-directed, resourceful, solutions-oriented, and forward-thinking to anticipate evolving needs. Excellent organizational and project management skills, including the ability to prioritize tasks and meet commitments. Excellent writing skills, including spelling, grammar, and punctuation. High level of computer proficiency in a Microsoft Windows environment, including experience working with the Microsoft Office suite. Commitment to ongoing learning, assessing outcomes, and approaching challenges through a lens of continuous improvement. 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 all individuals regardless of race, color, gender, sexual orientation, sexual identity, age, religion, marital status, disability, national origin, and military status.
Ancillary/ Preferred Skills	<ul style="list-style-type: none"> Prior experience working in the philanthropy or nonprofit sector. Human Resources Certification (PHR, SHRM, etc.) or some formal HR training. Ability to architect strategy along with leadership skills.
General	<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>
Americans with Disability Specifications	<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</p>

	<p>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, 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"> • 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. • While performing the duties of this job, the employee is usually not exposed to weather conditions prevalent at the time. • The noise level in the work environment is usually moderate.
Compensation	<p>The salary range for this position is \$50,000 to \$59,000, commensurate with experience.</p> <p>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.</p> <p>CFSA offers full-time employees:</p> <ul style="list-style-type: none"> • 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. • 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
How to Apply	<p>To apply, please email your cover letter and resume to Emily Chavez at echavez@joyfuljobs.org. Please put "CFSA HR and Office Manager" in the subject line of your email. This position will remain open until filled.</p>