



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

Position	Campus Member Services Coordinator
FLSA Status	Full Time, Non-Exempt
Reports To	Community Foundation Campus Manager
Organization Profile	<p>Founded in 1980, the Community Foundation for Southern Arizona has supported Southern Arizona with over \$230 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>An initiative of the Community Foundation for Southern Arizona, the Community Foundation Campus (CF Campus) spans more than 24,000 square feet across three buildings with a central courtyard. The CF Campus offers modern and affordable office, meeting, and event spaces for nonprofit organizations. The Campus works to strengthen Southern Arizona by cultivating an environment that promotes networking, partnerships, and shared learning opportunities to increase nonprofit impact.</p>
Position Purpose & Overview	Reporting directly to the Community Foundation Campus Manager, the Campus Member Services Coordinator is the frontline liaison for the CF Campus. The Member Services Coordinator will strive to make the Campus a thriving collaborative workspace by working with Campus tenants and guests to create opportunities for connection and community-building.
Duties & Responsibilities	<p><u>Tenant and Community Relations and Support</u></p> <ul style="list-style-type: none"> • Provide excellent customer service for tenants and non-member users on Campus. • Coordinate front desk coverage to welcome and direct guests during office hours; coordinate schedules for room reservations and special events; set up / oversee set up of facility for events that may require moving tables, chairs, and other equipment; conduct tours for prospective tenants and other stakeholders; work with CFSA Data Systems Manager to maintain and operate AV equipment and troubleshoot any other issues that arise onsite. • Build and maintain Campus culture by implementing activities that encourage learning, reflection, and collaboration among our diverse tenants through the development and coordination of special events for internal tenant groups and external nonprofits in the community and support of CFSA programs, training, and events. This includes staffing committees to better the tenant community on Campus and managing communications platforms for tenants to share resources and news. • Provide a welcoming environment for tenants and users daily: open and close the Campus, make coffee, run dishwashers, spot clean, replenish supplies in shared spaces, and organize the kitchen, closets, and common areas. <p><u>Campus Administration</u></p> <ul style="list-style-type: none"> • Enforce Campus policies, guidelines, and safety practices. • Responsible for all proper record keeping as assigned by the Campus Manager: maintain the online Membership Management System to manage monthly payments, reservations, and agreements for tenants; perform data entry of vendor invoices, month-end journal entries, and deposit activity into the CFSA data portal. • Report and track facilities repair and maintenance needs. • Other duties as assigned.
Experience, Knowledge, and Skills	<ul style="list-style-type: none"> • Professional Experience: Minimum of 3 years of professional experience in a customer-focused role. • Project Management: Ability to bring a discipline of planning, organizing, and managing

	<p>resources to complete a specific project successfully. Understands the value of teamwork, communication, and time management throughout the process. Demonstrated ability to plan, organize, and execute meetings and events. Able to work in a fast-paced environment and juggle multiple priorities with grace and professionalism.</p> <ul style="list-style-type: none"> • Analysis and Decision Making: Demonstrated ability to independently develop and analyze alternative solutions and make recommendations. A strategic and conceptual thinker with the ability to translate strategy into operational objectives, manage multiple priorities, and exercise authority to meet goals within budget. Able to identify strengths and weaknesses and anticipate emerging opportunities and threats. • Collaboration: Participates with a cooperative spirit and mutual respect; resolves interpersonal conflict constructively; appreciates and promotes the value of diverse points of view; shares time, energy, and knowledge with team members for mutual benefit and success. Understands and demonstrates a high level of emotional intelligence. Able to build and nurture collaboration and cooperation. Communicates to inspire and motivate others, complemented with practical listening skills. • Relationship Management: Demonstrated ability to effectively build and sustain long-term, value-based relationships with colleagues, donors, community, and volunteers. Creates opportunities, provides support and strengthens ties to the organization through effective communication, respect, trust, and integrity. Projects a professional image to internal and external constituents in person and on the phone. Ability to maintain confidentiality. • Technologically Savvy: Ability to be effective with technology. Understands how technology works and is able to utilize technology to enhance productivity and efficiency. This may include database and IT skills, AV skills, office software tools for reporting, presentations, or similar technology. • Computer Proficiency: Outstanding skills and comfort working in a Windows environment, including Outlook, Word, Excel, and Access. • Commitment to creating an inclusive work environment where differences are 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. • Excellent interpersonal skills with a willingness and ability to work cooperatively with others.
<p>Preferred Experience, Knowledge, and Skills</p>	<ul style="list-style-type: none"> • Four-year degree or equivalent. • Nonprofit experience or interest in working in the nonprofit field • Conference and event management experience. • Ability to adapt to new data systems. • Bilingual (Spanish speaking)
<p>General</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 is you, please 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>Americans with Disability Specifications</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 essential functions of the job.</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; 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

	<p>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> <ul style="list-style-type: none"> • 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 \$38,000 - \$42,000, 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 will 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. • 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 as appropriate for the position.
How To Apply	<p>To apply, please email your resume and a detailed cover letter demonstrating your qualifications for the position to Emily Chavez at echavez@joyfuljobs.org. Please put "CFSA Campus Member Services Coordinator Opportunity" in the subject line of your email.</p>