

## Position Description

<b>Position</b>	Associate Gift Officer & Director, LGBTQ+ Alliance Fund
<b>Department</b>	Philanthropy
<b>Reports To</b>	VP for Philanthropy
<b>FLSA Status</b>	Exempt – Full Time
<b>Location</b>	The position is located in Tucson, Arizona. As a place-based organization, the selected candidate is expected to reside in Southern Arizona.
<b>Organization Profile</b>	<p>Founded in 1980, the Community Foundation for Southern Arizona (CFSA) has supported Southern Arizona with over \$245 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. In addition to the support provided to Southern Arizona nonprofits through 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> <p>The LGBTQ+ Alliance Fund (“The Alliance Fund”) is an initiative of the Community Foundation for Southern Arizona with a specific focus on philanthropy in the LGBTQ+ community. Since 1999, the Alliance Fund has awarded more than 231 grants to 75 different organizations totaling over \$1.2 M. The Alliance Fund now seeks to expand its grantmaking capacity to advance LGBTQ+ community development and cohesion through both philanthropy and innovative community leadership.</p>
<b>Position Purpose &amp; Overview</b>	<p>The Associate Gift Officer (AGO) is responsible for supporting two areas at the Community Foundation for Southern Arizona. They are responsible for 1) building strong relationships with CFSA’s donors and supporting the operational function of the philanthropy department (50%) and 2) serving as the Director of the LGBTQ+ Alliance Fund (50%).</p> <p>The AGO will spend 50% of their time working with CFSA’s philanthropy department to support corporate giving, fundraising and campaign support, grants, special projects, and events. The AGO will also support new and existing donors and fund holders while encouraging and supporting their charitable interests in conjunction with the Major Gifts Officer and the VP of Philanthropy.</p> <p>As the Director of the LGBTQ+ Alliance Fund, this individual will spend 50% of their time directing the administration, development, and management of the Alliance Fund. This individual will help significantly grow the fund’s assets through the identification, cultivation, and solicitation of current and prospective donors. This individual will also conduct work that is vital to the Alliance Fund’s overall ability to achieve its mission and priorities, in close collaboration with the Alliance Fund Advisory Board.</p>

<p><b>Duties &amp; Responsibilities</b></p>	<p><b><i>DONOR ENGAGEMENT, STEWARDSHIP, and PHILANTHROPY</i></b></p> <p><i>Annual and Special Giving Programs Administration for CFSA &amp; the Alliance Fund:</i></p> <ul style="list-style-type: none"> <li>• Identify, cultivate, solicit, and steward donors, businesses/corporations, and foundations for CFSA &amp; the Alliance Fund’s annual giving campaign, annual sponsorships, and special projects/initiatives.</li> <li>• Develop a fund development plan, including clear targets and metrics for LGBTQ+ Alliance Fund annual donors, major donors, and planned gifts, including endowments and legacy gifts, in conjunction with the Philanthropy Department.</li> <li>• Develop an endowment plan for the Alliance Fund, resulting in growing the current endowed assets with new and existing donors' gifts in coordination with the Philanthropy Department.</li> <li>• Act as CFSA and the Alliance Fund’s Annual Campaign Manager to coordinate, design, and track giving campaigns in support of annual goals set by CFSA &amp; Alliance Fund leadership.</li> <li>• Coordinate, track, and manage corporate solicitations for CFSA and the Alliance Fund in coordination with the VP of Philanthropy.</li> <li>• Coordinate, track, and manage CFSA and the Alliance Fund’s Annual Event Sponsorships according to goals set in collaboration with the VP for Philanthropy and the Alliance Fund Advisory Board.</li> <li>• Serve as a resource and act as a coordinator for match campaigns in coordination with Community Impact and Philanthropy Departments.</li> <li>• Develop and support philanthropic efforts to increase donor knowledge about charitable giving options and community needs and initiatives through events, networking, and communication.</li> <li>• Participate in writing grants to external funders on behalf of CFSA and the Alliance Fund. Track reporting requirements and completion of reporting for grants of which CFSA and the Alliance Fund are recipients.</li> </ul> <p><i>Research and Prospect Management for CFSA &amp; the Alliance Fund:</i></p> <ul style="list-style-type: none"> <li>• Research and identify potential new donors using wealth screening tools.</li> <li>• Assist in the creation, execution, and documentation of moves management activities for donors and prospects.</li> </ul> <p><i>Stewardship and Donor Relations for CFSA and the Alliance Fund:</i></p> <ul style="list-style-type: none"> <li>• Support the planning and execution of CFSA &amp; Alliance Fund events.</li> <li>• In partnership with CFSA colleagues and the Alliance Fund Advisory Board, develop and deliver a premier donor experience with the goal that all donors and fund holders have the support and tools necessary to be effective philanthropists.</li> <li>• In coordination with colleagues, respond to inquiries, answer questions, and problem-solve on behalf of donors and other stakeholders. Guide donors and prospects in the use of CFSA systems and tools, refer for volunteer opportunities, and serve as an information resource.</li> <li>• Develop external messaging and donor communications. Write and help produce the LGBTQ+ Alliance Fund annual appeal letters, the annual impact report, and other mailings, social media posts, action alerts, and other external communications.</li> <li>• Attend organizational events and external functions as recommended, including participating in occasional evening or weekend work to support donor events and CFSA and Alliance Fund-sponsored activities is required. Infrequent travel, typically in the Southern Arizona area, will be necessary.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Coordinate, track, and manage special projects and other assignments as needed and assigned in support of the Philanthropy Department and Alliance Fund’s work.</li> <li>• Model CFSA’s culture of philanthropy with behaviors that support philanthropic participation, inclusion, and service.</li> </ul> <p><i>Budget Coordination and Reporting for the Alliance Fund:</i></p> <ul style="list-style-type: none"> <li>• In coordination with the Finance Department, assist in maintaining accurate records and documentation to present to the Advisory Board, including monitoring and tracking all Alliance Fund gift activity, donor reports, donor acknowledgments, and financial statements. Ensure all gifts are acknowledged within one week.</li> <li>• Develop and maintain Implementation Plan for the Advisory Board that will serve as a framework for tracking the month-to-month progress of the Fund. This Implementation Plan should be updated quarterly.</li> <li>• Working with the Finance Department, the Alliance Fund Advisory Board, and the Community Impact Program Manager, develop the annual budget, track income and expenditures monthly, and monitor budget to actuals.</li> </ul> <p><i>Alliance Fund Advisory Board Support:</i></p> <ul style="list-style-type: none"> <li>• Attend Advisory Board Meetings and committee meetings. Facilitate and prepare for meetings in conjunction with the Advisory Board Chair. Communicate regularly with the Advisory Board Chair, keeping them apprised of important issues affecting the Fund.</li> <li>• Serve as the organization’s expert on the LGBTQ+ Alliance Fund – its mission, values, history, grantees, etc. Help ensure that the Fund remains committed to these founding and guiding documents.</li> </ul>
<p><b>Experience</b></p>	<ul style="list-style-type: none"> <li>• A minimum of 3-5 years of related work experience is required, including experience in relationship management, development, fundraising, donor &amp; partner relations, philanthropy, event coordination and planning, or a related field.</li> <li>• Experience using technology to improve business efficiencies in relationship management, including tracking and managing information in CRM (relationship management) databases.</li> <li>• Experience setting budgets and making basic financial projections.</li> <li>• Experience creating fund development plans, as well as setting and meeting fundraising goals and metrics.</li> <li>• Experience managing and working with volunteer leaders – building alignment and developing shared strategies for accomplishing work collectively.</li> </ul>

<p><b>Knowledge, Skills, and Abilities</b></p>	<ul style="list-style-type: none"> <li>• Knowledge of nonprofits.</li> <li>• Familiarity with the LGBTQ+ communities.</li> <li>• Demonstrated ability to influence and engage a wide range of donors and prospects and build long-term relationships.</li> <li>• Demonstrated fundraising experience, including solicitation of gifts from individual donors and businesses.</li> <li>• Knowledge of and comfort with technology, including familiarity with computer-based fundraising support systems, databases, and CRM systems.</li> <li>• Demonstrated ability to use office software (intermediate to advanced knowledge of tools in Word, Excel, Outlook, and PowerPoint).</li> <li>• Ability and experience with volunteer boards.</li> <li>• Familiarity with donor recognition activities or programs.</li> <li>• Ability to interact professionally with a diverse range of people.</li> <li>• Strong customer service, teamwork, collaboration, and influencing skills.</li> <li>• Strong organizational and time management skills, with attention to detail.</li> <li>• Excellent verbal and written communication skills.</li> <li>• 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.</li> </ul> <p><i>Preferred Qualifications:</i></p> <ul style="list-style-type: none"> <li>• Knowledge of nonprofits in Southern Arizona.</li> <li>• Familiarity with the LGBTQ+ communities in Southern Arizona.</li> <li>• Ability to understand and communicate budgets and philanthropic investment strategies to donors and professional advisors.</li> <li>• Experience working with or working knowledge of planned giving a plus.</li> <li>• Bilingual (Spanish speaking).</li> </ul>
<p><b>General</b></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, do not hesitate to apply and tell us about yourself. The above statements are intended to describe the general nature and level of work 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 in this position.</p>
<p><b>Americans with Disabilities</b></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 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"> <li>• The 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.</li> <li>• While performing the duties of this job, the employee is usually not exposed to weather conditions prevalent at the time.</li> <li>• The noise level in the work environment is usually moderate.</li> </ul>
<p><b>Compensation</b></p>	<p>The salary range for this position is \$75,000-\$80,000 commensurate with experience. 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"> <li>• 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 of employment, for a total potential match of up to 8%.</li> <li>• Health insurance: CFSA covers 80% of the employee premium and 50% of all dependent coverage costs under the base plan.</li> <li>• Dental and vision insurance: CFSA covers 90% of the employee premium.</li> <li>• Life, accident, death, and disability insurance: CFSA covers 100% of the employee premium.</li> <li>• Short-term and Long-term disability insurance: CFSA covers 100% of the employee premium.</li> <li>• Ten paid holidays and twenty days of paid time off in year one (and increased over time via years of service)</li> <li>• Paid family leave.</li> <li>• Beautiful, modern, art-filled campus, and other amenities.</li> <li>• A flexible work environment that supports a healthy work/life balance and hybrid work options.</li> </ul> <p>This is a summary of current CFSA benefits and eligibility and may change over time.</p>
<p><b>Last Updated</b></p>	<p>September 2023</p>