

Position Description

Position	Community Impact and Finance Coordinator
Department	Community Impact
Reports To	Community Impact Manager
FLSA Status	Non-Exempt – Full Time
CFSA Grade	CFSA Grade 13
Location	The position is based 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 (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>
Position Purpose & Overview	<p>The Community Impact Coordinator is responsible for the administrative support of the Community Impact team at the Community Foundation for Southern Arizona. They are responsible for 1) grants administration, reporting and closeout of grants and other programmatic investments by the foundation (50%) and 2) supporting financial tracking and reporting for work connected to CFSA’s involvement in the Thriving Communities Federal Grant program (50%). Thriving Communities is a grantmaking program of the Environmental Protection Agency (EPA). Through Thriving Communities, EPA is partnering with local grant makers to make grant funding available to support community-based organizations, tribes, and local governments for a unique Environmental Justice problem-solving opportunity.</p> <p>The Community Impact Coordinator will spend 50% of their time working with CFSA’s Community Impact Team ensuring that the foundation’s grantmaking and related processes, documents, procedures, and implementation are executed professionally, efficiently, and on schedule. This person will provide administrative support to the scholarships team and work on other grant and award programs.</p> <p>The Community Impact Coordinator will spend the other 50% of their time supporting finance-related processes connected to the Thriving Communities grant program. This includes management of records and transactions related to EPA Thriving Communities grant program activity and general administrative support of the EPA Thriving Communities program.</p>

<p>Duties & Responsibilities</p>	<p>Grantmaking (25%)</p> <ul style="list-style-type: none"> • Support the implementation of a portfolio of assigned grant cycles in coordination with the Community Impact team, including the creation and maintenance of online applications, receiving and processing documents, information, and data records management. • Responsible for grant report preparation and correspondence with all stakeholders related to assigned grant cycles. • Respond to inquiries from donors, nonprofits, and the community about grant programs. • In partnership with the Community Impact and Marketing teams, support the creation of web content, news, stories, and collateral for assigned grant cycles. <p>Scholarships (25%)</p> <ul style="list-style-type: none"> • Support the implementation of portfolio of assigned scholarship cycles in coordination with the Community Impact scholarships team, including the creation and maintenance of online applications, receiving and processing documents, information, and data records management. • Respond to inquiries from students, donors, nonprofits, and the community about scholarship programs. • With scholarships team, manage relationships with scholarship donors. • Support the creation and maintenance of scholarship applications within our online system. • Provide troubleshooting assistance to scholarship applicants. • With scholarships team, advertise, recruit, train and support the Scholarship Committee. • Develop and maintain relationships with school counselors, college administrators and others involved in providing scholarship information and/or in processing scholarship awards. • In partnership with the Community Impact and Marketing teams, support the creation of web content, news, stories, and collateral for scholarship programs. <p>Thriving Communities / Finance Support (50%)</p> <ul style="list-style-type: none"> • Create and update records of transactions related to EPA Thriving Communities program. • Review and submit reimbursements in accordance with federal grant requirements. • Keep records of invoices and payments related to the Thriving Communities work. • Identify and address discrepancies in any reporting or financial data if/when needed. • Provide general administrative support to the EPA Thriving Communities Program and CFSA staff engaged with it. <p>Other Duties</p> <ul style="list-style-type: none"> • Participate in and provide support for Community Impact team meetings. • Provide general administrative support and coverage for Community Impact team, including during team travel and other team absences. • With the Community Impact team and other CFSA staff, deliver programming to strengthen the capacity of the nonprofit community through a Trust-Based Philanthropy and Inclusion, Diversity, Equity, and Access (IDEA) lens. • Work with staff across the Foundation to accomplish the department’s annual action plan and the Foundation’s strategic goals and priorities. • Participate in other organization-wide and cross-departmental meetings.
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	<ul style="list-style-type: none"> • Support organizational events as needed. • With other CFSA staff, assist with office manager duties and tasks. • Support and engage in other duties as assigned.
Preferred Experience & Qualifications	<ul style="list-style-type: none"> • Experience in program administration, finance administration, or equivalent. • A bachelor’s degree or equivalent experience in an appropriate field. • Nonprofit or philanthropic experience preferred. • Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds. • Understands the specific experiences of historically marginalized racial groups in the U.S., particularly Black, Indigenous, Asian-American, and Latinx groups, and how the Community Foundation’s work intersects with those experiences. • Passionate about working in an organization that values and promotes inclusion, diversity, equity, and access. • Strong commitment to consistently high-level community relations. • Able to work in a fast-paced work environment with the ability to prioritize and manage multiple complex projects, tasks, and stakeholders. • Detail-oriented with the ability to see the big picture and think comprehensively. • Excellent written, oral, and interpersonal skills; ability to communicate information clearly and concisely to various audiences. • Ability to take initiative and manage projects assigned through completion with minimal supervision. • Ability to facilitate meetings, synthesize ideas, and provide sensitive feedback. • High level of computer proficiency (Windows environment) and outstanding computer skills, including Outlook, Word, Excel, PowerPoint, and Access. <p>Bilingual (Spanish speaking) is a plus.</p>
General	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.
Americans with Disabilities Specifications	<p><u>Physical Demands</u></p> <p>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, peripheral vision, depth perception, and the ability to adjust focus.</p> <p><u>Work Environment</u></p> <p>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.</p> <p>While performing the duties of this job, the employee is usually not exposed to weather conditions prevalent at the time.</p>

	The noise level in the work environment is usually moderate.
Compensation	<p>The salary range for this position is \$46K - \$52K 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"> • 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%. • 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 100% of the employee premium. • Short-term and Long-term disability insurance: CFSA covers 100% of the employee premium. • Ten paid holidays and twenty days of paid time off in year one (and increased overtime via years of service) • One day of dedicated PTO for Community Service/Volunteerism • 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. <p>This is a summary of current CFSA benefits and eligibility and may change over time.</p>
Last Updated	April 2024