



Finance and Grants Associate



Together, we are building a
thriving community for all
Southern Arizonans.

cfsaz.org
520-770-0800



OUR MISSION

To build a thriving Southern Arizona through philanthropy.

OUR VISION

A vibrant and equitable community for all Southern Arizonans, now and forever.

OUR VALUES

- Community
- Generosity
- Trust
- Savvy
- Adaptability

OUR IMPACT

Founded in 1980, the Community Foundation for Southern Arizona has supported Southern Arizona with over \$250 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 BY THE NUMBERS

24,000

square feet of solar-powered nonprofit office, meeting, and event space at the Community Foundation Campus

\$250+ million

in grants & scholarships awarded since 1980

450+

Home to more than 450 funds benefiting a wide range of causes

\$190+ million

IN TOTAL ASSETS

1,200+

hours of organizational development support offered through CFSA's Center for Healthy Nonprofits in 2023

\$19+ million

in grants & scholarships awarded in 2023

\$13+ million

contributions received in 2023

seven

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



Community
Foundation
campus

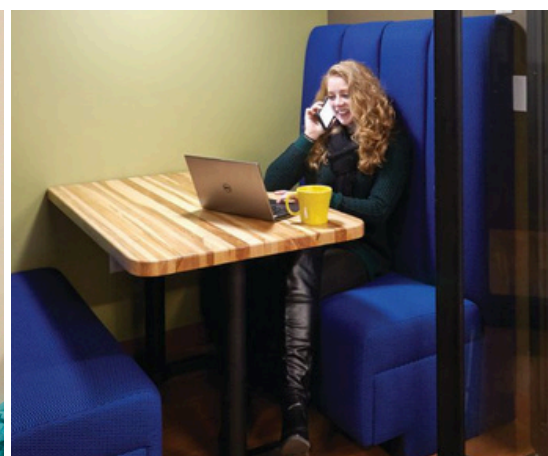
At the Community Foundation Campus, more than 20 nonprofits of different missions, models, and maturity are working and growing side by side. A modern, light-filled space, the Campus offers local nonprofits multiple ways to convene, collaborate, and grow.

A UNIQUE PLACE TO WORK

In addition to competitive salaries and generous benefits, CFSA offers employees a beautiful workplace that embodies our commitment to collaboration, inclusion, and environmental sustainability. The Community Foundation Campus is home to over 20 nonprofit organizations, all working to make a difference in Southern Arizona. With office and event spaces of various sizes, the CF Campus offers comfortable spaces designed to support collaboration for teams of two, twenty, or even two hundred - and it is all solar-powered!

The rooftops and parking structures at CF Campus are home to 252 solar panels capable of producing 200,000 kilowatt-hours of energy each year. In addition to increasing the sustainability of our services and directly reducing operating costs for our nonprofit suite tenants, those panels are helping the CFSA minimize our environmental impact. By shifting to solar power, CFSA is preventing more than 410,000 pounds of carbon dioxide emissions and saving over 95,000 gallons of water annually.

In true Tucson style, CFSA offers staff members and the other nonprofit tenants at the CF Campus a compelling outdoor space filled with native plants, shade trees, and seating to enjoy their lunch break or work outside and enjoy the sunshine. CFSA is also committed to highlighting the diversity of artistic talent in our community at the CF Campus. From the large-scale mural on the exterior to the variety of local artwork that fills the walls of the main building, the space is filled with color and light.



I like working at the Community Foundation for Southern Arizona because you get to work with people that want to make a positive impact in the community we live in. I also appreciate the value that CFSA places on their staff and ensuring that we have a good work-life balance. This is one of the first workplaces where I've felt my personal life is as valued as the work I do in the office.

- Enedina Miller, CFSA Community Impact Manager

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 initiatives, CFSA brings together the people and resources needed to create an equitable and vibrant community for all Southern Arizonans. Here are some highlights from a few of our initiatives.

Center for Healthy Nonprofits

1200+

Hours of organizational development support offered through the Center in 2023

Beyond grantmaking and convening, the Community Foundation for Southern Arizona supports local nonprofits with capacity-building and organizational development assistance through its Center for Healthy Nonprofits. Tapping into the rich resources of the nonprofit consulting community in Southern Arizona and nationally, 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 partnership with 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.

Working with generous donors and a committed local advisory board, this initiative supports innovative and inspiring educational programs, invests in the development of Black and African American leaders, and champions Black-led organizations.

Since 2013, our generous donors have made it possible for AALF to invest over \$325,000 to support organizations serving African American communities in Southern Arizona.



The Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ+) Alliance Fund was created in 1999 by the Community Foundation for Southern Arizona with support from donors, community members, and a grant from the National Lesbian and Gay Community Funding Partnership.

The mission of the Alliance Fund is to foster charitable giving in support of programs and initiatives that benefit the LGBTQ+ community in Southern Arizona. To date, the Alliance Fund has awarded over \$1.2 million in grants to 83 partner organizations. In 2022, the Fund shifted to offering multi-year grants to better support the nonprofit partners providing essential services to queer members of our community.



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 Accounting Manager, the Finance and Grants Associate position is primarily responsible for the processing of grant distributions.

KEY RESPONSIBILITIES

1

Grant Processing

The Finance and Grants Associate will be responsible for managing both internal and external grant requests. This includes utilizing donor portals for submissions and meticulously entering data into the grants application database. Additionally, they will verify the IRS 501(c)(3) status of grantees and handle the generation and mailing of grant letters.

2

Financial Management

Another crucial aspect of the role involves processing annual designated grants and interfund grants. The associate will maintain an organized electronic filing system for grant records, ensuring all documentation is readily accessible for audit and reporting purposes.

3

Communication and Reporting

Effective communication is key in this position. As needed, the associate will engage with grantees and donors through written correspondence and verbal exchanges. They will also prepare detailed grant reports for CFSA Board meetings and other stakeholders, providing clear insights into grant activities.

4

Administrative Support

Lastly, the associate will play a vital role in supporting various administrative and financial tasks. This includes assisting with annual audit activities such as maintaining grants payable schedules and gathering necessary backup documentation. Additionally, they will collaborate closely with the CFO on tasks related to the annual grant budget and participate in the review process of Donor Fund Statements.

CANDIDATE PROFILE

Excellent organizational skills, attention to detail, and a high level of accuracy are essential to this role. 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 hr@cfsaz.org. Please put "Finance and Grants Associate" in the subject field.

Please visit our website at <https://cfsaz.org/who/employment/> to view the complete job description.

COMPENSATION

The hiring range for this position is \$44,000 to \$50,000, 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 dismemberment insurance: CFSA covers 100% of the employee premium.
- CFSA covers 100% of the employee premium for short-term and long-term disability insurance.
- Ten paid holidays and twenty days of paid time off in year one.
- Paid family leave.
- 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	Financial	Culture	Training
<ul style="list-style-type: none">• Medical• Dental• Life Insurance• Disability• Employee Assistance Program	<ul style="list-style-type: none">• Base Pay• Team Bonus• Retirement Plan with match• Paid Time Off	<ul style="list-style-type: none">• Mission-driven• Rewarding Work• Inclusion, Diversity, Equity, and Access• Hybrid Work Model	<ul style="list-style-type: none">• Training and Development• Career Growth• Training Budget