



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

## Position Description

<b>Position</b>	Thriving Communities Impact Manager
<b>Department</b>	Community Impact
<b>Reports To</b>	Senior Community Impact Manager
<b>FLSA Status</b>	Exempt – Full Time
<b>CFSA Grade</b>	CFSA Grade 15
<b>Location</b>	The position is based 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>Thriving Communities is a grantmaking <a href="#">program</a> of the Environmental Protection Agency (EPA). Through Thriving Communities, EPA is partnering with local grantmakers to make grant funding available to support community-based organizations, tribes, and local governments for a unique Environmental Justice problem-solving opportunity. Community Foundation for Southern Arizona (CFSA) is one of five partners of the lead grantmaker, Social and Environmental Entrepreneurs (SEE), on the Thriving Communities program for Region 9, serving Arizona, California, Hawaii, Nevada, American Samoa, the Northern Mariana Islands, Guam, and Tribes in Region 9. Grantmakers will design competitive application and submission processes, award environmental justice subgrants, implement a tracking and reporting system, and provide resources and support to communities, all in collaboration with EPA’s Office of Environmental Justice and External Civil Rights.</p>
<b>Position Purpose &amp; Overview</b>	<p>As a member of the CFSA Community Impact Team, the Thriving Communities Impact Manager will play a vital role in supporting the implementation of the EPA Thriving Communities Region 9 Federal Grant Program with a primary geographic focus across the state of Arizona, as well as some additional focus within the state of Nevada.</p> <p><b>PLEASE NOTE: The role of the Thriving Communities Impact Manager is grant-funded and expected to be in place for 2-3 years. In this role, significant travel may be required throughout Arizona and southern Nevada.</b></p>

<p><b>Duties &amp; Responsibilities</b></p>	<p><b>Arizona &amp; Nevada Relationship Building and Outreach (30%)</b></p> <ul style="list-style-type: none"> <li>• Identify and build trusting relationships with potential applicants, grantees, partners, and stakeholders.</li> <li>• In assigned areas, assist in mapping the landscape of stakeholders and consult with trusted community leaders to understand community dynamics, local environmental justice issues, and the most pressing needs in local areas</li> <li>• Meet remotely and in-person with prospective grantees.</li> <li>• Identify “connectors” in our assigned subregion who can spread the word about grant opportunities and support services.</li> <li>• Serve as a point of contact for assigned applicants and grantees.</li> <li>• Conduct in-person outreach events in underserved communities, urban areas, remote, and rural areas.</li> <li>• Execute culturally competent outreach activities, including identifying any language or other support needed and ensuring those needs are met.</li> </ul> <p><b>Support for Potential Applicants and Grantees (35%)</b></p> <ul style="list-style-type: none"> <li>• Identify and maintain a dynamic list of supports for stakeholders, such as contract grant writers, who can support our Arizona &amp; Nevada grantseekers.</li> <li>• Understand technical support offered through Environmental Justice Technical Assistance Centers (EJ TCTACs) and make warm referrals to the Region 9 TCTACs at the West EJ Center and San Diego State University.</li> <li>• Provide information to stakeholders on opportunities and requirements for applicants and grantees.</li> <li>• Conduct and collaborate on webinars and in-person outreach events.</li> <li>• Attend already existing Environmental Justice meetings and events in Arizona and Nevada to activate relationships.</li> <li>• Review and evaluate proposals based on a rubric.</li> <li>• Conduct interviews with prospective grantees.</li> <li>• Collect feedback from stakeholders.</li> <li>• Support grantees with check ins.</li> </ul> <p><b>Collaboration with Region 9 Grantmaking Colleagues (20%)</b></p> <ul style="list-style-type: none"> <li>• As assigned, represent CFSA and our assigned subregion (Arizona &amp; Nevada) with Thriving Communities Region 9 committees and groups.</li> <li>• Contribute as requested to collaborative design and iterative improvements in Region 9 Thriving Communities subgrant program.</li> <li>• Support grantmaking partnership data collection and evaluation activities.</li> </ul> <p><b>Administration (15%)</b></p> <ul style="list-style-type: none"> <li>• Plan, complete, and report on completed project tasks.</li> <li>• Track time and expenses.</li> <li>• Coordinate with colleagues on project management tasks, scheduling travel, calendaring.</li> </ul>
---	--

<p><b>Preferred Experience &amp; Qualifications</b></p>	<ul style="list-style-type: none"> <li>• Strong background in program development and management.</li> <li>• Demonstrated ability to develop a working knowledge of a body of information (such as EPA Thriving Communities Program, Justice 40, Environmental Justice screening tools, TCTAC services) that can be applied on behalf of stakeholders.</li> <li>• Familiarity with government grants, compliance, and reporting.</li> <li>• Knowledge of environmental justice principles and practices.</li> <li>• A bachelor’s degree or equivalent experience in an appropriate field.</li> <li>• Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds.</li> <li>• Understands the specific experiences of historically resourced-constrained and environmentally burdened groups in the United States and how the Community Foundation’s work intersects with those experiences.</li> <li>• Passionate about working in an organization that values and promotes inclusion, diversity, equity, and access.</li> <li>• Familiarity with non-profit structures, practices and organizational cultures, a plus</li> <li>• Strong commitment to high level, consistent customer relations.</li> <li>• Able to work in a fast-paced work environment with the ability to prioritize and manage multiple complex projects, tasks, and stakeholders.</li> <li>• Detail-oriented with the ability to see big picture and think comprehensively.</li> <li>• Excellent written, oral, and interpersonal skills; ability to communicate information clearly and concisely to various audiences.</li> <li>• Ability to take initiative and manage projects assigned through completion with minimal supervision.</li> <li>• Ability to facilitate meetings, synthesize ideas and provide sensitive feedback.</li> <li>• High level of computer proficiency (Windows environment) and outstanding computer skills, including Outlook, Word, Excel, PowerPoint, and Access.</li> </ul> <p>Bilingual (Spanish speaking) is a plus.</p>
<p><b>General</b></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><b>Americans with Disabilities Specifications</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, peripheral vision, depth perception, and the ability to adjust focus.</p> <p><u>Work Environment</u> 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> <p>The noise level in the work environment is usually moderate.</p>
<b>Compensation</b>	<p>The salary range for this position is \$60K-\$65K 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 90 days 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 under the base plan.</li> <li>• Life, accident, death, and disability insurance: CFSA covers 100% of the employee premium under the base plan.</li> <li>• Short-term and Long-term disability insurance: CFSA covers 100% of the employee premium under the base plan.</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>• One day of dedicated PTO for Community Service/Volunteerism</li> <li>• Paid family leave.</li> <li>• Beautiful, modern, art-filled campus, and other amenities.</li> </ul> <p>A flexible work environment that supports hybrid work options and a healthy work/life balance, including summer "half-day Fridays." This is a summary of current CFSA benefits and eligibility and may change over time.</p>
<b>Last Updated</b>	June 2024