

## Position Description

<b>Position</b>	Regional Lead, Press Forward Southern Arizona
<b>Department</b>	Community Impact
<b>Reports To</b>	Vice President for Community Impact
<b>FLSA Status</b>	Exempt – Full Time
<b>CFSA Grade</b>	CFSA Grade 17
<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>
<b>ABOUT PRESS FORWARD SOUTHERN ARIZONA</b>	<p>Press Forward Southern Arizona is a local chapter of Press Forward, a national movement to strengthen communities through local journalism. Housed at CFSA, Press Forward Southern Arizona brings together funders, journalists, and community partners to reimagine local news as a public good and vital civic infrastructure.</p> <p>Press Forward Southern Arizona works to:</p> <ul style="list-style-type: none"> <li>• Strengthen the regional news and information ecosystem through collaboration, investment, innovation, and transformation.</li> <li>• Address inequities in media coverage, access to news and information, and journalistic representation.</li> <li>• Support journalists and news organizations serving Southern Arizona communities.</li> <li>• Encourage philanthropic and public investment in trustworthy local information.</li> </ul>
<b>Position Purpose &amp; Overview</b>	<p>Serving in a three-year grant funded position, the Regional Lead for Press Forward Southern Arizona will serve as the central coordinator and convener for this local chapter of Press Forward. The role is responsible for strategically assessing local media and information needs, cultivating and advancing collaborations, representing the chapter within local and national networks, and coordinating and potentially co-leading wrap-around services and communications for journalists, partners, and volunteers.</p> <p>Working in collaboration with CFSA's Community Impact team and our national Press Forward partners, this position will guide strategy, engagement, and operations to ensure that Southern Arizona's news ecosystem is equitable, resilient, and community centered. This position is currently funded through October 2028, with the possibility of renewed funding.</p>

<b>Duties &amp; Responsibilities</b>	<p><b>Regional Leadership &amp; Coordination</b></p> <ul style="list-style-type: none"> <li>• Lead implementation of the Press Forward Southern Arizona strategy in coordination with CFSA leadership and community partners.</li> <li>• Represent the chapter locally and nationally, including with other Press Forward Local chapters.</li> <li>• Facilitate cross-sector collaboration between Southern Arizona journalists, newsrooms, media stations, donors, and community organizations, as well as with national funders.</li> <li>• Maintain a strong understanding of Southern Arizona’s media landscape, identifying opportunities, challenges, and gaps to grow and innovate our news and information ecosystem.</li> </ul> <p><b>Program Design &amp; Implementation</b></p> <ul style="list-style-type: none"> <li>• Conduct needs assessments, stakeholder consultations, and media ecosystem mapping.</li> <li>• Support local grantmaking and resource allocation aligned with Press Forward principles and community voice, and in consultation with our Local News Initiative and colleagues on the Community Impact team.</li> <li>• Manage or assist in coordinating partnerships, contracts, and logistics for research, events, or communications activities.</li> </ul> <p><b>Community Engagement &amp; Communications</b></p> <ul style="list-style-type: none"> <li>• Serve as a primary liaison for Southern Arizona journalists, news organizations, media stations, and partners seeking engagement or resources.</li> <li>• In coordination with other CFSA team members, support volunteers engaging with Press Forward Southern Arizona.</li> <li>• Coordinate contracted, wraparound services to provide support services to news professionals such as needs assessments, mental health, training, legal, and safety.</li> <li>• In collaboration with CFSA’s Event Manager, develop, manage, and support local, convenings, and learning opportunities for Press Forward Southern Arizona and the Press Forward network.</li> <li>• In partnership with CFSA’s Marketing &amp; Communications team, develop and manage chapter communications, including any updates, newsletters, or reports.</li> </ul> <p><b>Resource Development &amp; Administration</b></p> <ul style="list-style-type: none"> <li>• Support fundraising and donor engagement for Press Forward Southern Arizona, including proposal writing and stewardship.</li> <li>• Track project progress, document learnings, and contribute to evaluation and reporting.</li> <li>• Maintain alignment with CFSA’s mission, values, and operational policies.</li> </ul>
<b>Preferred Experience &amp; Qualifications</b>	<p><b>Education &amp; Experience</b></p> <ul style="list-style-type: none"> <li>• Bachelor’s degree in journalism, communications, public policy, nonprofit management, or related field (advanced degree preferred).</li> <li>• 5+ years of experience in journalism, philanthropy, community engagement, or a related field.</li> <li>• Demonstrated experience with collaborative initiatives, network-building, or project management.</li> <li>• Familiarity with the Southern Arizona community and local media landscape strongly preferred.</li> </ul> <p><b>Skills &amp; Attributes</b></p> <ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills.</li> <li>• Strong facilitation, relationship-building, and cross-sector collaboration skills.</li> <li>• Comfort navigating complex, adaptive challenges.</li> <li>• Demonstrated commitment to voice and representation for the diversity of Southern Arizona’s communities.</li> <li>• Highly organized, self-directed, and able to manage multiple priorities.</li> </ul>

	Bilingual (Spanish speaking) is a plus.
<b>General</b>	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.
<b>Americans with Disabilities Specifications</b>	<p><b>Physical Demands</b></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 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><b>Work Environment</b></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> <p>The noise level in the work environment is usually moderate.</p>
<b>Compensation</b>	<p>The salary range for this position is \$76,000 - \$85,000, 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 the first full three months of employment, 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 overtime 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> <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>

<b>Last Updated</b>	October 2025
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