

Organization Profile

CFSA was founded in 1980 and is a leading organization in Southern Arizona for effective philanthropy and the primary knowledge center and strategic resource for donors and the nonprofit community in the region.

The Center for Healthy Nonprofits aims to be the go-to source in Southern Arizona for nonprofit leadership, strategy and capacity-building. The Center helps strengthen boards of directors, build the competency of CEOs/Executive Directors, their leadership teams and staff while helping organizations invest in strategic planning and increase their effectiveness

Position Purpose and Overview

The Program Coordinator for Center for Healthy Nonprofits at the Community Foundation for Southern Arizona is looking for a part-time coordinator to help organize and execute organizational development and professional development programs for the Southern Arizona nonprofit community. The Program Coordinator creates and executes organizational development and professional development programs for the nonprofit community in Southern Arizona. The right candidate will facilitate opportunities for leaders to reflect, share insights and provide guidance, mentorship and support to our nonprofit community. Familiarity with the nonprofit sector, facilitation/training/presentation experience, excellent communication skills (verbal and in writing) are desirable attributes for successful candidates.

The work schedule is flexible and well-suited to graduate students or consultants who could flex their consulting schedules to allow them to do both.

Please send cover letter and resume to pvanness@cfsaz.org by December 22, 2021.

Duties & Responsibilities

- Manage the day-to-day activities of the Center for Healthy Nonprofits programs to build nonprofit capacity in our community through workshops, peer-to-peer roundtables, training programs and convenings.
- In collaboration with CFSA's Community Investment Team and the Director, develop the Center for Healthy Nonprofit schedule of programs and curricula
- Build relationships and work closely with nonprofit consultants and other entities who are offering nonprofit training
- Collaborate with other Arizona-based capacity-building organizations as needed
- Evaluate training and educational effectiveness through the development of survey tools and analysis of survey results: prepare content for reports to the Board and funders as needed.
- Work in collaboration with CFSA Marketing staff to coordinate posting of special events on the website/social media
- Manage the administration, registration, check-in, facilitation, logistics and follow-up communications with presenters and participants for smooth operations and general record-keeping
- Work in partnership with Director of the Center and the Sr. Director of Community Investments to refine and update the strategic vision and plan for the Center for Healthy nonprofits training sessions and workshops.
- Moderate and host Center sessions in-person and via Zoom
- Develop and present sessions in areas of expertise, as agreed upon with the Director
- Assist in the analysis of financial reports for the Center and the development of annual plans/budgets

- Track and monitor invoices, expenditures and monthly financials
- Present program updates to committees, staff and other groups as requested.
- Other duties as assigned.

Qualifications

- Virtual conferencing (zoom) experience such as setting up meetings, managing rsvps, and moderating technology during meetings.
- Meeting facilitation and training experience for both in person and virtual platform.
- Strong administrative and event management skills such as vendor management, handling logistics, invoice processing, scheduling, feedback surveys, and RSVPs
- High level of computer proficiency (Windows environment) and outstanding computer skills, including Outlook, Word, Excel, PowerPoint, and Access.
- Excellent organizational and time management skills, including the ability to prioritize tasks.
- Excellent written, oral and interpersonal skills; ability to communicate complex information in a clear, concise manner to a variety of audiences.
- Must project a professional image always in person and on the phones to internal and external constituents.

Salary: \$20 per hour