



Chief Operating Officer Opportunity



Community
Foundation
for Southern Arizona

Together, we are building an
equitable and vibrant community
for all Southern Arizonans.

cfsaz.org
520-770-0800



OUR PURPOSE

To create an equitable and vibrant community for all Southern Arizonans by connecting donors to the causes they care about.

OUR VALUES

- Collaborative, Innovative, and Effective Leadership
- Integrity
- Stewardship and Service
- Inclusion, Diversity, Equity, and Access

OUR IMPACT

Founded in 1980, the Community Foundation for Southern Arizona has supported Southern Arizona with over \$215 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 Highlights

24,000

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

\$215+ million

in grants & scholarships awarded since 1980

500+

Home to more than 500 funds benefitting a wide range of causes

\$200+ million

IN TOTAL ASSETS

218+

hours of organizational development support offered through CFSA's Center for Healthy Nonprofits in 2021

\$15+ million

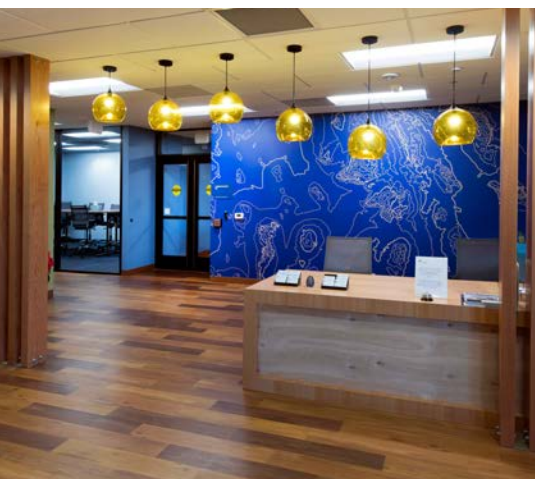
grants & scholarships awarded in 2021

\$26+ million

contributions received in 2021

seven

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



Community
Foundation
campus

At the Community Foundation Campus, 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.

BUILDING 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 programs and initiatives, CFSA is bringing together the people and resources needed to create an equitable and vibrant community for all Southern Arizonans. Here are a few highlights:

Center for Healthy Nonprofits

218+

Hours of organizational development support offered through the Center in 2021

The Community Foundation for Southern Arizona supports local nonprofits with capacity-building and organizational development assistance through its Center for Healthy Nonprofits. By tapping into the rich resource of the nonprofit consulting community in Southern Arizona and nationally recognized experts, 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 2013 by 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. Through its grantmaking, AALF supports innovative educational programs for African American youth in the community.

Dr. Jolivet had a vision of what Southern Arizona can be when we bring together people, money, and goodwill to make sure all of our children, youth, and families have the opportunities and resources to prosper. To date, AALF has provided \$186,000 in grants to twelve nonprofit collaborations. In 2021 alone, the fund granted \$50,000 to 8 organizations – its largest grant round to date.

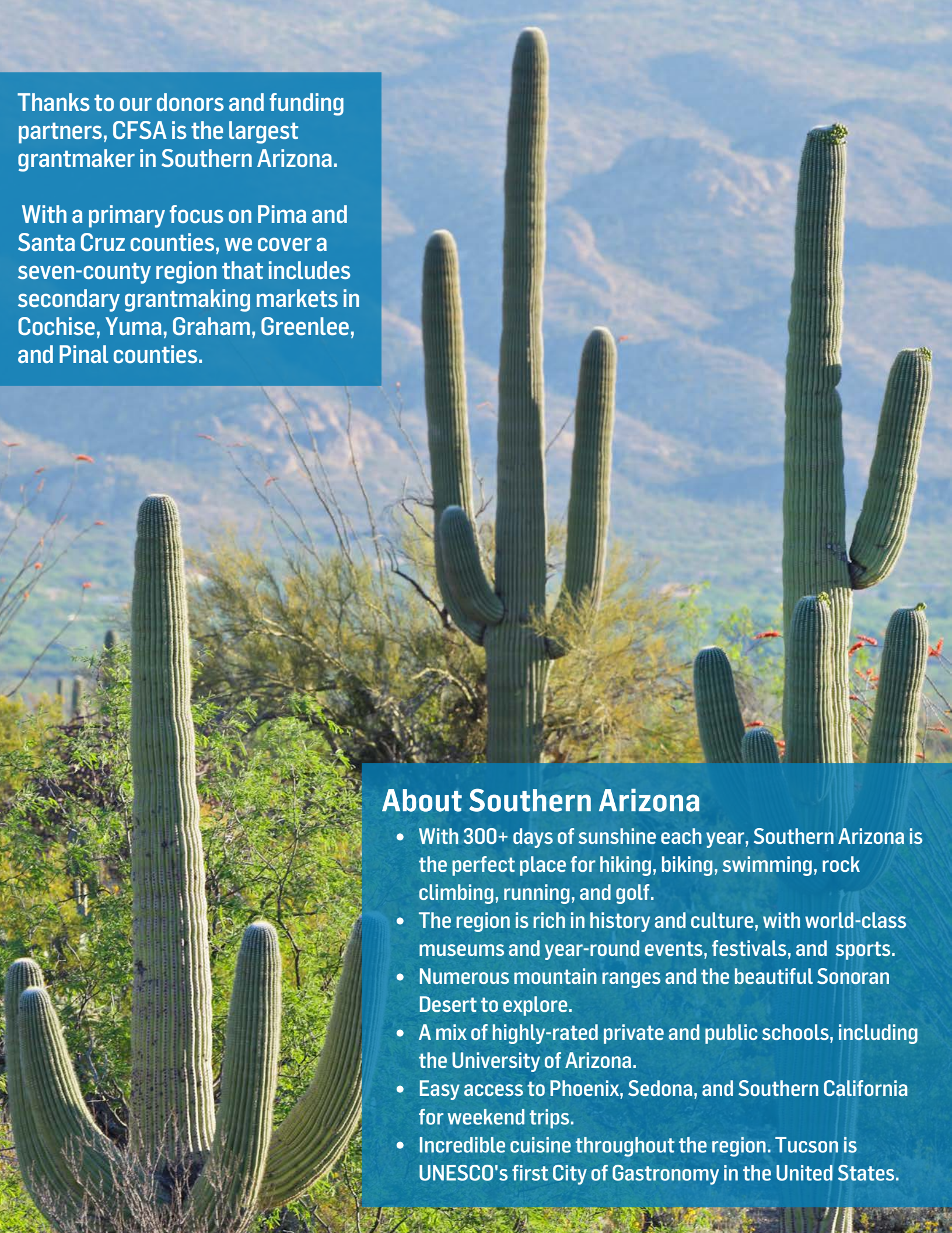


PIMA Alliance for Animal Welfare



The Pima Alliance for Animal Welfare (PAAW) was created in 2012 to ensure that all Pima County companion animals have a loving home and humane care. At that time, almost 13,000 animals a year were being euthanized annually in our municipal shelter, and our community needed to act. Today, Pima Animal Care Center has a 90% save rate.

Over the past nine years, PAAW has supported Pima County's animals by building voice and collaboration amongst stakeholders in the animal welfare world. To date, PAAW has hosted 16 community-wide gatherings and provided relevant training and presentations by local and national animal experts.



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

The Chief Operating Officer (COO) translates the Community Foundation for Southern Arizona's (CFSA) vision and strategy into integrated operational tactics, strengthening the internal infrastructure needed to achieve CFSA's purpose: To create an equitable and vibrant community for all Southern Arizonans by connecting donors to the causes they care about, now and forever.

The COO implements innovative and creative solutions to challenges and takes a customer-service approach in support of philanthropy, fundholders, nonprofit agency fundholders and grantees, team members, tenants, volunteers, and community partners and stakeholders. They will oversee Talent & HR, Operations, Data & Systems, and Marketing & Communications.

KEY RESPONSIBILITIES

1

BUILD OPERATIONAL CAPACITY TO SUSTAIN GROWTH

The COO will be responsible for assessing CFSA's operational capacity and developing a high-level plan to build on strengths and address weaknesses. The COO will gain a thorough understanding of internal and external constituents' needs and will ensure that the operational platform—including structure, staffing, compliance, risk mitigation, and workflow processes—fuels CFSA's progress toward its strategic objectives in both the near- and long-term.

2

LEAD SYSTEMS TRANSFORMATION & STRENGTHEN INFORMATION SERVICES

In the near term, the COO will lead the implementation of CFSA's new technology system, including the accompanying change management, data clean up and enhancement, and report creation processes. It is anticipated that the technology migration will constitute a major focus during the first 18 months, ensuring that all users are fully trained and that reporting processes provide the executive team with the information needed to effectively manage their functions. Over the long term, the COO will ensure that CFSA's core functions are fully supported by our technology platforms and that our systems enable an optimal external and internal user experience.

3

ENSURE START-TO-FINISH EXCELLENCE IN DONOR EXPERIENCE

The COO will identify opportunities to improve the CFSA donor experience—from point of first contact through the complete donor service life cycle—and will work across functions to measure and continuously improve that experience. This will include thought leadership on the successful execution of our marketing and fund development plans, recommending and implementing with relevant departments the capabilities necessary to support the donor experience, such as enhanced prospect development and stewardship.

4

DEVELOP TALENT, MANAGE HUMAN RESOURCES, AND PROVIDE ORGANIZATIONAL LEADERSHIP

The COO will create a robust, inclusive, and effective talent management strategy and will support leaders and teams in developing and building a culture of high performance and continuous learning. The COO plays a pivotal role in making CFSA an incredible place to work for our team and ensuring our culture is rooted in inclusion, diversity, equity, and access.

CANDIDATE PROFILE

The skills and experience to lead a high-performing team and work effectively in partnership with the Foundation's President and CEO and Board of Trustees are essential. Superb interpersonal skills are presumed, as is the ability to manage the multiple roles inherent in working in a dynamic, growing philanthropic organization. The ideal candidate will bring a systems-minded, inclusive, and collaborative approach to the management of CFSA. 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 Nitasha at Focus HR at nitasha@focushr.net. Please put "CFSA Chief Operating Officer" in the subject line of your email.

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

COMPENSATION

The salary range for this position is \$110,000-\$120,000, 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 disability insurance: CFSA covers 90% of the employee premium.
- Long-term disability insurance: CFSA covers 90% of the employee premium.
- 20 days of paid time off in year one

PLUS

- Paid family leave and Employee Assistance Program (EAP)
- Beautiful, modern, art-filled campus and other amenities.
- 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 |