



## Associate Gift Officer, Philanthropic Engagement



Community  
Foundation  
for Southern Arizona

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

[cfsaz.org](http://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
- Savvy
- Generosity
- Adaptability
- Trust

## OUR IMPACT

Founded in 1980, the Community Foundation for Southern Arizona 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.



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

# 450+

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

# 1,100+

hours of organizational development support offered through CFSA's Center for Healthy Nonprofits in 2022

# seven

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

# \$245+ million

in grants & scholarships awarded since 1980

# \$190+ million

IN TOTAL ASSETS

# \$18+ million

grants & scholarships awarded in 2022

# \$34+ million

contributions received in 2022



Community  
Foundation  
**campus**

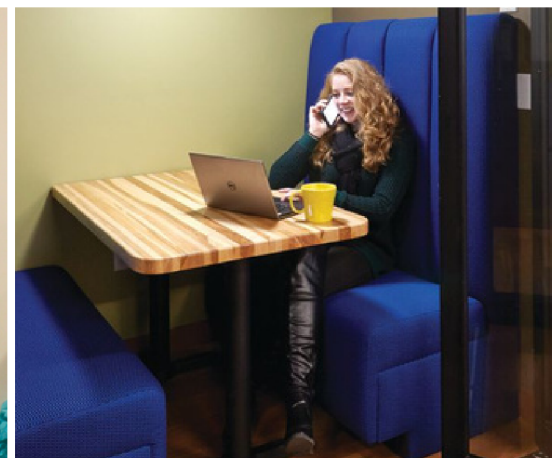
At the Community Foundation Campus, more than 20 nonprofits of different missions, models, and maturity are working and growing side by side. A modern, light-filled space, the Campus offers local nonprofits multiple ways to convene, collaborate, and grow.

## 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 Program 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

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 2015, the African American Legacy Fund has awarded \$275,000 to organizations serving the African American community 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 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 \$1,232,957 in grants to 75 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.

A large Saguaro cactus stands prominently in the foreground, its ribbed arms reaching upwards. The background features a vast desert landscape with rolling hills and mountains under a clear blue sky. The cactus is surrounded by other smaller cacti and some green shrubs.

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.

## POSITION OVERVIEW

The Associate Gift Officer, Philanthropic Engagement will play an important role in CFSA's philanthropy department, serving as a link between CFSA's donor support programs and the nonprofit support programs. The Associate Gifts Officer, Philanthropic Engagement will work across departments at CFSA to provide opportunities for learning, volunteerism, and philanthropy in Southern Arizona. This individual will expand upon existing fund development strategies, develop new strategies for donor education and engagement, and identify opportunities where CFSA programming can further build a thriving Southern Arizona through philanthropy.

This individual will work with donors to understand and deepen their philanthropic values, learn about the community's needs, and engage with opportunities to connect their values with mission-driven work.

This individual will work alongside nonprofits to maintain a broad understanding of the community, help connect philanthropists interested in supporting their work, and partner on educational opportunities. The ideal candidate is forward-thinking, innovative, and collaborative and excels at building relationships and networks to increase philanthropic impact among CFSA donors.

## KEY RESPONSIBILITIES

### 1 DONOR AND NONPROFIT SUPPORT

This role plays a pivotal role in building a thriving philanthropic ecosystem at the Community Foundation for Southern Arizona (CFSA). You will design and execute engaging educational programs for donors, fostering a deeper understanding of community needs, particularly those served by smaller nonprofits. By leading multi-year donor engagement strategies, you'll cultivate informed giving across generations. Furthermore, you'll develop innovative programs for emerging philanthropists and facilitate peer learning opportunities around shared areas of interest. In collaboration with the CFSA team and external partners, you'll provide training and support related to grantmaking, family philanthropy, and personalized strategic consulting. Finally, you'll collaborate with our communications team to position CFSA as a leader in philanthropy through engaging content and communications strategies.

### 2 PHILANTHROPIC SERVICES

This role focuses on cultivating strong connections with donors and prospects throughout their giving journey. You'll manage a donor portfolio, guiding them towards achieving their philanthropic goals. Collaborating with colleagues, you'll develop exceptional donor experiences and ensure they have the resources to be impactful philanthropists. Additionally, you'll contribute to external communications by crafting compelling messaging and collaborating on donor-focused materials.

### 3 ADMINISTRATION AND RESEARCH

This position will also assist with progress tracking and reporting for CFSA grants while developing metrics to measure the impact of donor engagement initiatives. Additionally, you'll leverage research tools to identify new donors and assist with prospect management. Finally, you'll lend support to the Philanthropy Department through special projects and by embodying CFSA's commitment to inclusion and service in all aspects of your work. This position will regularly attend events and participate in occasional travel to support donor engagement and CFSA activities.

## CANDIDATE PROFILE

This position requires at least 3-5 years of related work experience, including experience in relationship management, development, fundraising, donor and partner relations, philanthropy, event coordination and planning, or a related field. The ideal candidate will have experience using technology to improve relationship management, setting budgets, creating fund development plans, and setting and meeting fundraising goals.

This role requires an individual with a proven track record in relationship building and fundraising. You'll leverage your knowledge of the nonprofit sector and expertise in donor management to cultivate long-term relationships with a diverse range of donors and prospects. Excellent communication and interpersonal skills are essential, as you'll collaborate effectively with colleagues, volunteers, and donors while fostering a welcoming and inclusive environment. Your strong organizational skills and attention to detail will ensure the efficient execution of all your responsibilities.

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](mailto:hr@cfsaz.org). Please put "Associate Gift Officer, Philanthropic Engagement" 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 \$73,000-\$78,000, 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 of employment, 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 and ADD insurance: CFSA covers 100% of the employee premium.
- Short-term and long-term disability insurance: CFSA covers 100% of the employee premium.
- Ten paid holidays, twenty days of paid time off in year one (increased over time via years of service), and one day of paid community volunteerism.
- 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

- Medical
- Dental
- Life Insurance
- Disability

### Financial

- Base Pay
- Team Bonus
- Retirement Plan with match
- Paid Time Off

### Culture

- Mission-driven
- Rewarding Work
- Inclusion, Diversity, Equity, and Access
- Hybrid Work Model

### Training

- Training and Development
- Career Growth
- Training Budget