

Community Foundation for Southern Arizona  
Tucson, Arizona  
Finance and Grants Associate

Position	Finance and Grants Associate
FLSA Status	Non-Exempt, Full Time, Hourly
Reports To	Accounting Manager
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.
Position Purpose & Overview	Reporting directly to the Accounting Manager, the Finance and Grants Associate position is primarily responsible for the processing of grant distributions.
Duties & Responsibilities	<p>The Finance and Grants Associate will have the following responsibilities:</p> <ul style="list-style-type: none"> <li>• Process internal and external grant requests, including via online donor portal, data entry in the grants application of the database, vetting of grantee IRS 501 (c) 3 status, generation and mailing of grant letters.</li> <li>• Process annual designated grants.</li> <li>• Process interfund grants.</li> <li>• Maintain electronic grant record filing system.</li> <li>• Written and verbal communication with grantees and donors as needed.</li> <li>• Handle agency fund grant reinvestments or distributions.</li> <li>• Assist in various annual audit items, including maintaining grants payable schedules and pulling backup documentation.</li> <li>• Participate in Donor Fund Statement review and mailing process. Assist CFO and Community Investments team with annual grant budget.</li> <li>• Interface with supporting organizations and project funds on grant activity from a Finance perspective.</li> <li>• Report to internal and external stake holders from a grants perspective, including grant reports for CFSA Board meetings.</li> <li>• Other duties as assigned by the Accounting Manager.</li> </ul>
Qualifications	<p>The Finance and Grants Associate must have knowledge and skills as follows:</p> <ul style="list-style-type: none"> <li>• Education equivalent to Associate Degree in Accounting or three or more years of bookkeeping experience.</li> <li>• Use of Microsoft products (including Word, Excel, Access, Outlook), as well as Adobe Acrobat.</li> <li>• Correct English usage, including spelling, grammar, and punctuation.</li> <li>• Non-profit experience, particularly with the grant issuance process, is a plus.</li> </ul> <p>The Finance and Grants Associate must demonstrate the following skills:</p> <ul style="list-style-type: none"> <li>• Donor relationship skills, understanding donor needs, problem solving and aptitude for fostering positive relationships.</li> <li>• Excellent organizational skills, including the ability to prioritize tasks.</li> <li>• Excellent time management skills, including the ability to work in a fast-paced environment.</li> <li>• Ability to maintain confidentiality.</li> <li>• Willingness and ability to work cooperatively with others.</li> </ul>

	<ul style="list-style-type: none"> <li>• Must always project a professional image in person and on the phone to internal and external callers.</li> <li>• Attention to detail and high level of accuracy.</li> <li>• Excellent oral, written and listening skills.</li> <li>• Ability to efficiently work in both a remote and in person working environment.</li> <li>• Commitment to creating an inclusive atmosphere where differences are understood, valued and respected; an understanding and appreciation of the diversity found within southern Arizona including the ability to work with all individuals regardless of race, color, gender, sexual orientation, sexual identity, age, religion, marital status, disability, national origin and military status.</li> </ul>
General	<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>
Americans with Disability Specifications	<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, color 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>
Compensation	<p>The salary range for this position is \$44,000 to \$50,000, commensurate with experience.</p> <p>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 one year, 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> </ul>

	<ul style="list-style-type: none"> <li>• Dental and vision insurance: CFSA covers 90% of the employee premium.</li> <li>• Life, accident, death, and disability insurance: CFSA covers 90% of the employee premium.</li> <li>• Long-term disability insurance: CFSA covers 90% of the employee premium.</li> <li>• Ten paid holidays and twenty days of paid time off in year one.</li> <li>• Paid family leave.</li> <li>• Beautiful, modern, art-filled campus and other amenities.</li> <li>• A flexible work environment that supports hybrid work options and a healthy work/life balance, including summer “half-day Fridays.”</li> </ul>
How to Apply	To apply, please email your cover letter and resume to <a href="mailto:HR@cfsaz.org">HR@cfsaz.org</a>
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