



ARIZONA  
COMMUNITY  
FOUNDATION

# JOB DESCRIPTION

Title	<b>Regional Philanthropic Advisor, Southeast AZ</b>
Status	<b>Full Time – Exempt</b>
Reports To	<b>Regional Director, Southeast</b>
Business Unit	<b>Regional Impact</b>
Salary Range	<b>\$60,000 to \$70,000</b> based on the academic, professional, and community experiences and credentials of a candidate.

---

## Nature and Scope of Work

This position plays the important role of advancing the mission of the Arizona Community Foundation (ACF) by creating a culture of philanthropy in the Southeast region and positioning ACF as a trusted resource for local nonprofits and area donors. The Regional Philanthropic Advisor functions as a community leader in the areas of regional grant making, nonprofit capacity building and nonprofit fundholder management. This position works as part of the ACF team to accomplish the goals and objectives outlined in the ACF Strategic Plan.

## Essential Job Functions

### Asset Development

- Execute an annual engagement plan to meet annual organizational and regional asset development goals.
- Actively promote ACF's nonprofit fund and capacity building services.
- Act as the primary relationship manager for all non-profit funds, providing annual fund updates to the Board of Directors, ensuring the nonprofit understands how to utilize all the ACF services available to them.
- Identify and cultivate prospective leads for new donors, fostering relationships that align with the foundation's mission and regional priorities.
- Manage and maintain fund agreements and ensure fund contacts are up to date.

### Competitive Grant Cycle Management

- Promote and manage the annual competitive grant cycle(s) and regional initiatives and utilize as a tool to engage diverse members of the community in the work of ACF.
- Convene local volunteers to serve as grant reviewers ensuring each panel is representative of all members of the community.
- Support the local advisory boards and panels in identifying priorities, establishing timelines, and providing technical assistance to reviewers and applicants.
- Conduct grant training workshops (as needed) for potential grantees consistent with foundation policies.
- Review progress reports and final evaluations for funded proposals.
- Schedule site visits to area nonprofits that fundholders and the public can join.

- Coordinate Grant Award Celebrations to increase awareness of the impact and need for philanthropy and to reinforce ACF's value as the area philanthropic experts.
- Promote additional giving opportunities identified through the grant cycle to the public, individual donors, foundations and collaborative funding partners.

### **Management**

- Organize meeting schedules and committee functions; prepare documentation such as minutes and reports.
- Maintain Salesforce database including area nonprofit contacts, grant reviewers and community leaders.
- Monitor post office box and phone message system, responding to routine inquiries and referring other inquiries to supervisor.
- Provide follow-up and support to regional advisory board members.
- Manage certain standing committees of the volunteer Boards of Advisors.
- Support regional marketing activities including but not limited to newsletter creation and distribution, presentations, and identifying impact story ideas.

### **Education and Skills**

- Incumbent must have a college degree or equivalent work experience.
- Incumbents must have a minimum of 2 years' office experience, preferably in a nonprofit.
- Must have exceptional customer service skills; excellent organizational and communication skills (written and verbal); the ability to work in a multitasking environment; and computer literacy, including Microsoft Office Suite.
- The successful candidate must quickly reach proficiency with several internet-based program interfaces through which regional work is accomplished.
- Must have excellent presentation and relationship management skills.
- Incumbents will be expected to learn and understand the breadth of services offered by community foundations.
- It is beneficial if the incumbent understands the basics of planned giving as a vehicle to endowment building.

### **Other Requirements**

- This position functions independently in a satellite or home office environment and requires regular local and regional travel. Statewide travel is required several times per year, including some overnight stays. Must be available for occasional evening and/or weekend work hours.

### **Major Accountabilities**

- Develop and strengthen the assigned nonprofit fund portfolio and relationships with nonprofit leaders and board members.
- Work effectively as part of an integrated Regional Team to meet organizational goals as outlined in the ACF Strategic Plan.
- Increase awareness of the Community Foundation and enhance its profile as a key component of the community.
- Expand grant making in the region.
- The Southeast Regional Philanthropic Advisor is a staff member of the Arizona Community Foundation assigned to a local regional area and reporting to the Regional Director in Southeast

Arizona.

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform other job-related tasks other than or in addition to those specifically presented in this description.*

**APPLY:**

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=174025&clientkey=DCE97E2B4816AB8B808918006B82F762>

*ACF is an Equal Employment Opportunity Employer and does not discriminate against a job applicant or an employee because of the person's race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information. ACF does not discriminate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.*