



# Community Foundation for Southern Arizona

## Position Guide

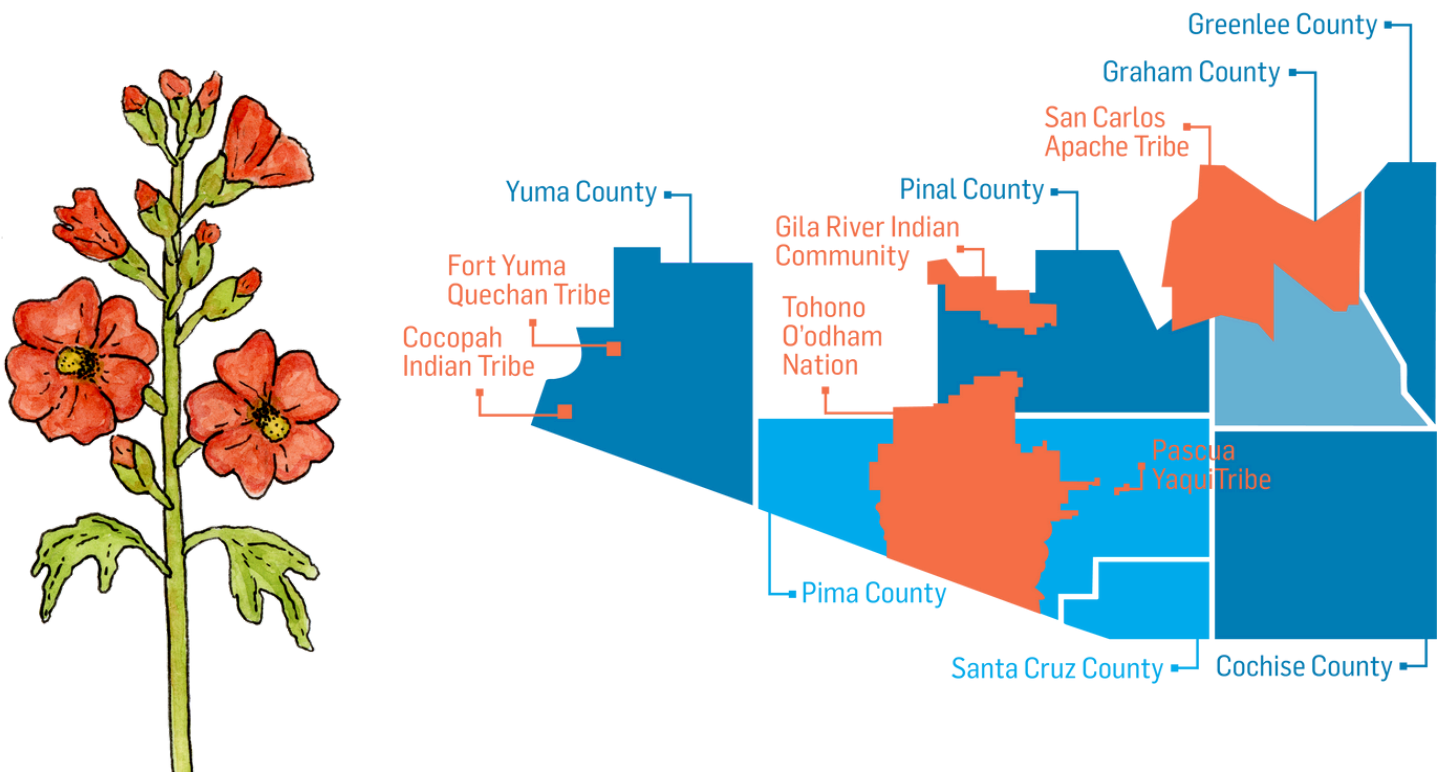
Senior Community Impact Manager,  
Center for Healthy Nonprofits





## Building a Thriving Southern Arizona

The Community Foundation for Southern Arizona (CFSA) has been dedicated to making Southern Arizona a better place for all since 1980. As the region's largest grantmaker, CFSA serves Pima and Santa Cruz counties while supporting a broader seven-county region—including Cochise, Yuma, Graham, Greenlee, and Pinal counties—as well as six tribal nations: Cocopah, Fort Yuma Quechan, Gila River, Pascua Yaqui, San Carlos Apache, and Tohono O'odham.





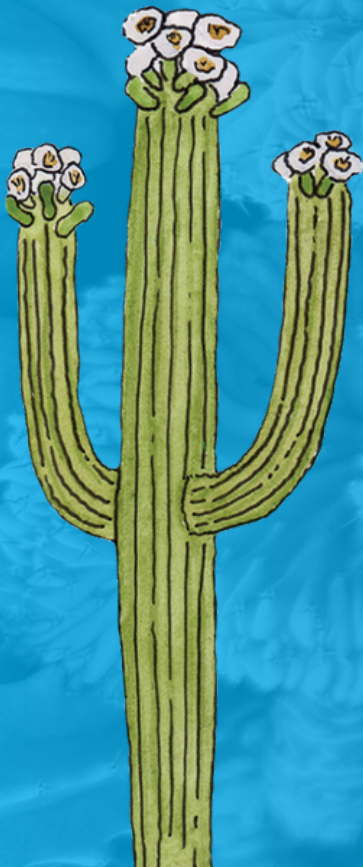
## Generosity Grown in Southern Arizona

CFSA partners with donors to turn generosity into meaningful impact, connecting people to the causes they care about and supporting solutions shaped by those who know our communities best. By bringing together individuals, families, businesses, and nonprofits, we invest in a stronger, more vibrant Southern Arizona for all.

**\$275,000,000**  
invested in Southern Arizona  
through Grants and Scholarships

**\$200,000,000**  
in assets, ensuring resource  
for future generations.

### STRATEGIC PRIORITIES



1

#### **Bold Aspirations**

Serve as a leader and resource for the community to achieve bold aspirations.

2

#### **Impactful Philanthropy**

Position CFSA as a preferred, welcoming, and inclusive partner and resource for community-minded donors.

3

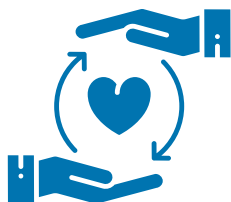
#### **Vital Nonprofit Sector**

Invest in Southern Arizona's nonprofit sector to empower nonprofits to tackle community challenges effectively.

### VALUES



Community



Generosity



Trust



Savvy



Adaptability

# Our Services

CFSA works directly with individuals, families, and businesses to inspire and enact long-term solutions for our communities' most pressing problems through philanthropy.



## Individuals and Families

CFSA offers personal support to help you reach your giving goals. Our philanthropy team learn what matters to you and recommends strategies that match your vision, whether you're giving now or planning for the future. We provide expertise and opportunities to help increase the impact of your generosity.

## Nonprofit Organizations

Through unrestricted grantmaking, targeted education, peer roundtables, and opportunities to convene at the Community Foundation Campus, CFSA is empowering Southern Arizona's nonprofits to tackle today's complex community challenges. CFSA continues to innovate and adapt to the changing needs of today's nonprofit sector.

## Southern Arizona Businesses

CFSA helps businesses contribute to a thriving Southern Arizona. They identify giving opportunities that align with each company's mission and provide expert guidance throughout the grantmaking process, making it easier for businesses to maximize their impact in the community.

## Private Foundations

Established family and private foundations find that they can achieve the same lasting impact by opening a donor advised fund with CFSA, while avoiding the burdensome reporting requirements and potential taxes. A donor advised fund can be used now or later, and a succession plan helps engage the next generation in giving.

## Professional Advisors

Individuals rely on professional advisors — attorneys, financial planners, CPAs, trust officers, investment advisors, and insurance agents — to guide their financial and estate plan decision-making. CFSA partners with professional advisors to create giving options that maximize clients' tax benefits and honor their philanthropic goals.



# Our Community Work

CFSA initiatives unite donors, nonprofits, and community partners to strengthen Southern Arizona. Through strategic grantmaking, we address critical needs, foster innovation, and enhance the quality of life for all.

The African American Legacy Fund works to improve the quality of life for African Americans in Southern Arizona by promoting philanthropy and strengthening the community through collaboration.

The Asian Pacific Islander Desi American Fund builds strong communities through education, engagement, and collaboration.

The Center for Healthy Nonprofits strengthens the Southern Arizona nonprofit community by offering free and reduced-cost capacity-building workshops and training for nonprofit professionals and volunteers.

The Community Foundation Campus opened in January 2019 as an accessible space to increase nonprofit networking, partnerships, and shared learning through reservable event and office space for local nonprofits.

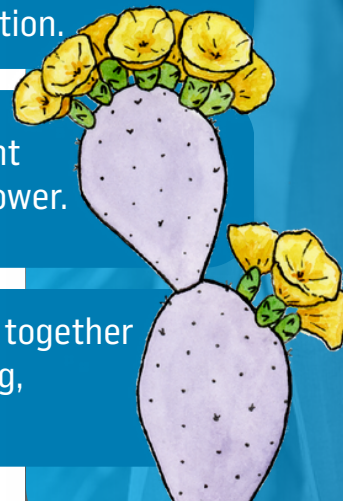
The CORE Grants Program provides general operating support to Southern Arizona nonprofits. CORE Donor Collaborators amplify the impact by funding grants and working with CFSA to understand community needs and the nonprofits serving them.

The Lesbian Gay Bisexual Transgender Queer (LGBTQ+) Alliance Fund works to foster charitable giving in support of innovative programs and initiatives that benefit the LGBTQ+ community in Southern Arizona.

The Local News Initiative of Southern Arizona, also known as Press Forward Southern Arizona, was established in 2023 to increase access to local news and information. Grants support the delivery of nonpartisan, reliable civic news and information.

Launched in 2022, the Nonprofit Solar Project offers local nonprofits a grant funding to meet a significant portion of their energy needs through solar power.

The Solutions-Focused Community Book Club was created in 2023 to bring together community members from all walks of life who are interested in connecting, learning from each other, and building momentum toward positive change.



The Community Foundation for Southern Arizona is based in Tucson, Arizona, and serves communities across the region.

### About Southern Arizona

- Enjoy more than 300 days of sunshine each year, perfect for hiking, biking, swimming, rock climbing, running, and golf.
- Experience a region rich in history and culture, with world-class museums, year-round festivals, events, and sports.
- Explore surrounding mountain ranges and the stunning Sonoran Desert.
- Access a mix of highly rated public and private schools, including the University of Arizona.
- Take easy weekend trips to Phoenix, Sedona, or Southern California.
- Savor incredible cuisine—Tucson is the first UNESCO City of Gastronomy in the U.S.
- Discover diverse wildlife, from saguaros and desert tortoises to javelinas and a variety of birds.
- Enjoy exceptional stargazing opportunities—the region has some of the darkest skies in the U.S.



## Center for Healthy Nonprofits

### About the Center for Healthy Nonprofits

The Center for Healthy Nonprofits, an initiative of the Community Foundation for Southern Arizona, supports the Southern Arizona nonprofit community by offering affordable capacity-building workshops and training. While nonprofit professionals, their boards of directors, and volunteers share a passion for their organizational mission, very few come to their nonprofit roles with the knowledge and experience necessary to handle the diversity of roles they must play.

The Center is dedicated to fostering its growth through professional and organizational development in a collaborative, learning-focused environment. By addressing the challenges of limited resources, the Center aims to empower nonprofit leaders to achieve their missions effectively.



# Senior Community Impact Manager, Center for Healthy Nonprofits

## POSITION OVERVIEW

The Senior Community Impact Manager for the Center for Healthy Nonprofits leads the Center's day-to-day operations and strategic programming to strengthen Southern Arizona's nonprofit community through education, capacity building, and connection. This position manages the implementation of Center programming, cultivates partnerships, and ensures alignment of the Center with CFSA's Community Impact strategies and values.

In addition to program management, this role integrates advocacy and communication pathways—creating opportunities for sharing, awareness, and engagement on issues relevant to the nonprofit workforce and community well-being. The Senior Manager identifies and uplifts common needs and emerging challenges facing the region's nonprofits, helping CFSA serve as a trusted convener, capacity-builder, and advocate for the sector.

## KEY DUTIES & RESPONSIBILITIES

### Strategy & Leadership (35%)

- Collaborate with the Vice President for Community Impact to refine and implement the short-term and long-term strategic vision for the Center.
- Forecast and develop annual budget recommendations to CFSA leadership; monitor expenses and resource allocation to ensure sustainable Center operations.
- Partner with the Philanthropy and Marketing teams on efforts to identify funding opportunities and share impact stories.
- Contribute to CFSA's overall Community Impact strategy and annual planning.

### Program Management (45%)

- Oversee and execute Center programming, including contracts and grants.
- Manage all logistics, facilitation, and evaluation for Center workshops, roundtables, and capacity-building sessions.
- Ensure continuous quality improvement through participant feedback, data analysis, and community engagement.
- Build relationships with nonprofit leaders, consultants, and volunteers to strengthen collaborative networks and awareness of sector needs.



### **Advocacy & Communication (15%)**

- Develop and maintain channels for sharing insights from the nonprofit sector with CFSA leadership, board, fundholders, and the broader public.
- Coordinate with the Marketing and Philanthropy teams to highlight emerging issues, best practices, and success stories through events, publications, and media.
- Serve as a point of contact and advocate for nonprofit staff and leaders, ensuring their perspectives inform CFSA's community work.
- Represent CFSA and the Center at community meetings, coalitions, and partnerships that advance the health and voice of the nonprofit sector.

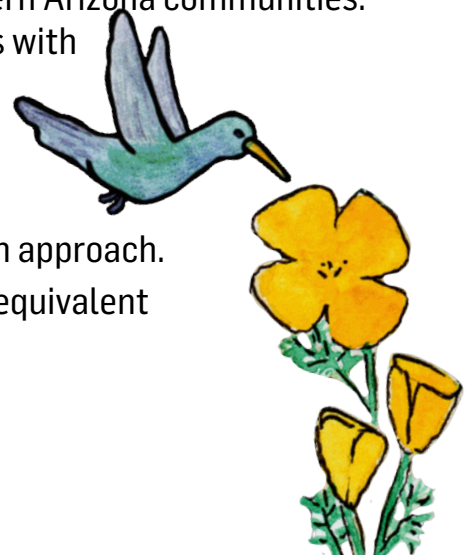
### **Other Duties as Assigned (5%)**

- Participate in Community Impact Team meetings and cross-departmental projects.
- Collaborate across departments to advance CFSA's mission, strategic goals, and commitment to Trust-Based Philanthropy, as well as seek the representation and voice of communities across Southern Arizona.

## **PREFERRED EXPERIENCE & QUALIFICATIONS**

### **Education & Experience**

- Strong background in program and project management, facilitation, and community engagement.
- Demonstrated knowledge of the nonprofit sector, including organizational dynamics, advocacy, Board governance, and leadership development.
- Excellent communication and relationship-building skills with diverse stakeholders.
- Experience in elevating community voices and translating insights into strategic recommendations.
- Cultural competency and demonstrated commitment to representation and voice across our Southern Arizona communities.
- Proven ability to manage multiple priorities with strong analytical and organizational skills.
- High level of proficiency with Microsoft Office and virtual collaboration tools.
- Energetic, collaborative, and mission-driven approach.
- Bachelor's degree and advanced degree or equivalent nonprofit leadership experience required.







## Skills & Attributes

- Excellent written and verbal communication skills.
- Strong facilitation, relationship-building, and collaboration skills.
- Comfort navigating complex, adaptive challenges.
- Demonstrated commitment to voice and representation for the diversity of Southern Arizona's communities.
- Highly organized, self-directed, and able to manage multiple priorities.

Bilingual (Spanish-speaking) is a plus.

## AMERICANS WITH DISABILITIES ACT SPECIFICATIONS

### Physical Demands

The physical demands described here are representative of those required of an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

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, peripheral vision, depth perception, and the ability to adjust focus.

### Work Environment

The work environment characteristics described here are representative of those an employee must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is usually not exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate.

## CANDIDATE PROFILE

A strong program management background and the ability to work independently across diverse teams and committees are essential skills for this role. The ideal candidate will have an understanding of the experiences of historically marginalized racial groups in the U.S., particularly Black, Indigenous, Asian-American, and Latinx groups, and how CFSA's work intersects with those experiences. As a place-based organization, the selected candidate must reside in Tucson, Arizona.



We know some great candidates will not fit everything we have described above, or who have important skills we have not considered. If that's you, please 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 "Regional Lead, Press Forward Arizona" in the subject field. Visit [cfsaz.org/employment](https://cfsaz.org/employment) to view the complete job description.

## COMPENSATION

The hiring range for this position is \$70,000 to \$78,000, commensurate with experience.

CFSA offers full-time employees:

- 401(k) retirement plan with employer match. Eligible after the first three full months of employment 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's premium and 50% of all dependent coverage costs under the base plan.
- Dental and vision insurance: CFSA covers 90% of the employee's premium.
- CFSA fully covers employee life, accident, death, and dismemberment insurance premiums.
- CFSA covers 100% of the employee's short- and long-term disability insurance premiums.
- Ten paid holidays and twenty days of paid time off in year one.
- Paid family leave.
- Flexible, hybrid work supporting a healthy work/life balance.

## 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
- Employee Assistance Program

### 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