

Position Description

Position	Senior Manager, Philanthropic Strategy & Operations
FLSA Status	Full Time, Exempt
Department	Philanthropy
Reports To	VP of Philanthropy, with a dotted line to the Chief Operating Officer
CFSA Grade	16
Location	The position is located in Tucson, Arizona. As a place-based organization, the selected candidate is expected to reside in Southern Arizona.
Organization Profile	Founded in 1980, the Community Foundation for Southern Arizona (CFSA) 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. In addition to the support provided to Southern Arizona nonprofits through grantmaking, CFSA also partners with nonprofits through its Center for Healthy Nonprofits and offers beautiful and affordable office, meeting, and event space at its centrally located Community Foundation Campus.
Position Purpose & Overview	<p>The Senior Manager, Philanthropic Strategy & Operations (PSO) serves as a strategic operational and data partner to the Philanthropy team, supporting donor engagement, financial and engagement reporting, portfolio management, and fundraising effectiveness through strong systems, data governance, analysis, and prospect development practices. This role blends administrative excellence with analytical and strategic support, ensuring the philanthropy and CFSA leadership team have accurate data, actionable insights, and efficient processes to deepen relationships with donors, fund holders, prospects, and professional advisors.</p> <p>The position plays a central role in managing data in CFSA's CRM system, supporting portfolio strategy, conducting basic prospect research and management, and maintaining consistent, high-quality donor and opportunity records that enable thoughtful philanthropic activity. This role is ideal for someone who enjoys combining relationship-centered work with data analysis, systems thinking, and operational strategy in a mission-driven and community-focused environment. This role directly reports to the VP for Philanthropy, with a dotted line reporting relationship to the Chief Operating Officer on matters of systems and general operations support.</p>
Key Duties & Responsibilities	<p>Portfolio Management & Prospect Development (~35%)</p> <ul style="list-style-type: none"> • Provide ongoing portfolio support to Philanthropy staff by managing donor and prospect portfolios within CFSA's CRM system (Foundant CSuite), including assisting the team with tracking engagement activity, meaningful conversations, and next steps. • Conduct basic prospect research to support philanthropy efforts, including reviewing public information, philanthropic interests, giving history, and alignment with CFSA priorities.

- Assist in identifying, segmenting, and prioritizing prospective donors, volunteers, and professional advisors in collaboration with relationship managers.
- Support pipeline management by helping to establish processes and best-practice approaches for managing and analyzing “opportunities” in CSuite, ensuring clarity around stage, strategy, and follow-up.
- Prepare portfolio summaries, prospect briefings, and one-page fund or donor profiles to support cultivation and stewardship conversations for CFSA Leadership and the Philanthropy Team.

CRM, Data Governance, & Analytics (~35%)

- Serve as a primary owner of philanthropy-related data governance in CSuite, with particular focus on profiles, relationships, and opportunities.
- Establish, document, and enforce standards for data entry, naming conventions, opportunity tracking, and record maintenance to ensure data accuracy and consistency.
- Act as the primary point person for philanthropy-related data entry, updates, and quality control, including donor, fund holder, professional advisor, and prospect records.
- Work with outside vendors on data appends if/when needed.
- Create and maintain reports and dashboards to support fundraising strategy, portfolio review, outreach activity, and progress toward departmental goals.
- Analyze data trends to provide strategic insights that support decision-making, planning, and performance improvement within the Philanthropy team.

Reporting, Outreach, & Stewardship Support (~20%)

- Create and deliver reports to support Philanthropy Department outreach, including mailing lists, event invitations, donor cultivation tracking, and stewardship activities.
- Proactively prompt and track outreach activities by Philanthropy staff, ensuring timely follow-up and documentation in the CSuite.
- Support preparation of fund review materials, donor summaries, and stewardship reports for internal use, board reporting, and donor-facing communications.
- Track and report on departmental metrics aligned with CFSA’s strategic plan and Board of Trustees reporting needs.

Other Duties (~10%)

- Serve as a general point of contact for donor and fund holder inquiries; respond to routine requests and coordinate referrals to relationship managers for engagement and resolution.
- Communicate professionally with donors, fund holders, attorneys, executors, trustees, and professional advisors to support fund administration and relationship continuity.
- Work closely with the Finance team on fund reviews, donor service inquiries, and fund statement mailings.
- Assist with administration of CFSA’s annual campaign.
- Participate in ongoing CFSA committees and workshops focused on technology and process improvement.
- Contribute to team coverage during holidays and peak activity periods.

	Some evening and weekend availability for donor events and CFSA-sponsored activities is required. Infrequent travel, typically in Southern Arizona, will be necessary.
Experience, Qualifications, and Skills	<p>Minimum Qualifications</p> <ul style="list-style-type: none"> • Bachelor’s degree or an equivalent combination of education and relevant professional experience. • 4+ years of experience in nonprofit development, philanthropy operations, advancement services, prospect development, or a related role. • Demonstrated experience working in a complex CRM system (e.g., Foundant CSuite, Salesforce, Raiser’s Edge, Blackbaud CRM, or similar), including managing donor/prospect profiles, portfolios, opportunities, and custom reports. • Experience supporting fundraising or donor engagement efforts through data management, reporting, portfolio support, or operational/process-driven coordination. • Strong organizational skills with the ability to manage multiple priorities, meet deadlines, and maintain high attention to detail. • Excellent written and verbal communication skills. • Ability to handle confidential information with discretion and professionalism. • Ability to work effectively in a collaborative, cross-functional, and hybrid work environment. • Ability to interact well with a diverse range of people. 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. <p>Preferred Qualifications</p> <ul style="list-style-type: none"> • Experience in prospect development, including prospect research, portfolio analysis, pipeline tracking, or moves management. • Advanced proficiency in data analysis and reporting tools (e.g., Excel, dashboards, data visualization, CRM reporting). • Experience developing and documenting operational processes or data governance standards. • Familiarity with community foundation environments, donor-advised funds, or complex philanthropic organizations and structures. • Experience partnering closely with relationship managers or fundraisers to support strategy and decision-making. • Familiarity with prospect research tools (e.g., Donor Search, iWave, WealthEngine, or similar). • Demonstrated ability to translate data into insights that inform fundraising strategy and outreach.
General	<p>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 is you, do not hesitate to apply and tell us about yourself. The above statements are intended to describe the general nature and level of work 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 in this position.</p>
Americans with Disability	<p><u>Physical Demands</u> The physical demands described here are representative of those that</p>

<p>Specifications</p>	<p>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 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 accommodation 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.</p>
<p>Compensation</p>	<p>The salary range for this position is \$70,000-\$78,000, commensurate with experience. 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"> • 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, accident, death, and disability 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 and twenty days of paid time off in year one (and increased over time via years of service) • One day of dedicated PTO for Community Service/Volunteerism • Paid family leave. • Beautiful, modern, art-filled campus, and other amenities. • A flexible work environment that supports a healthy work/life balance and hybrid work options. <p>This is a summary of current CFSA benefits and eligibility and may change over time.</p>
<p>Last Updated</p>	<p>February 2026</p>



Community
Foundation
for Southern Arizona

Position Guide

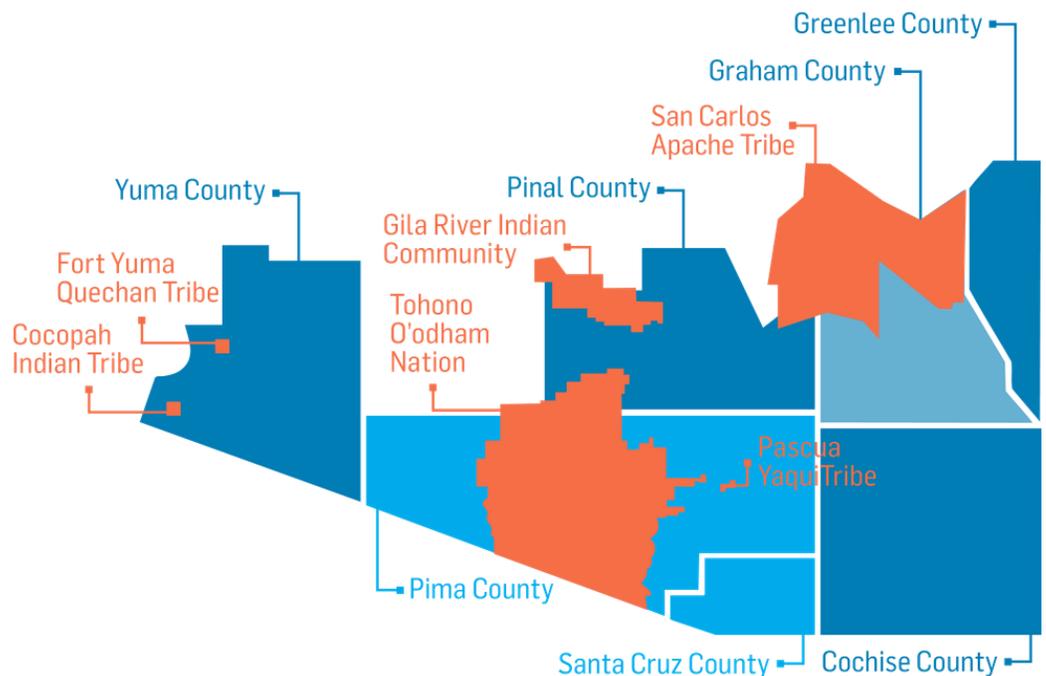
Senior Manager

Philanthropic Strategy & Operations



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.



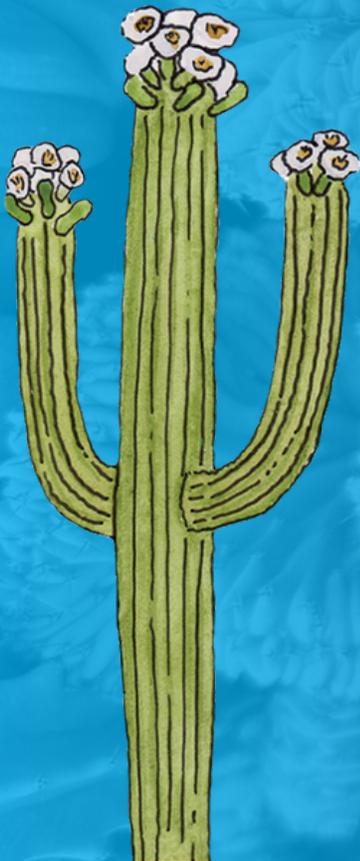
Generosity Grown in Southern Arizona

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.

\$291,000,000
invested in Southern Arizona
through Grants and Scholarships

\$223,000,000
in assets, ensuring resource
for future generations.

STRATEGIC PRIORITIES



Bold Aspirations

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



Impactful Philanthropy

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



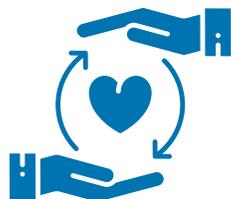
Vital Nonprofit Sector

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.

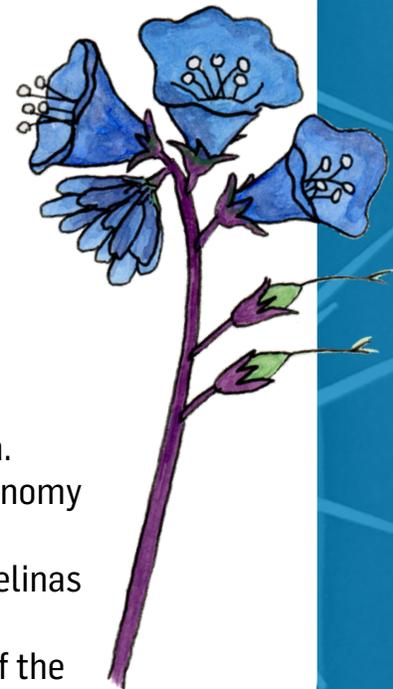




The Community Foundation for Southern Arizona is based in Tucson, Arizona, and serves communities across the region.

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.



Senior Manager Philanthropic Strategy & Operations

POSITION OVERVIEW

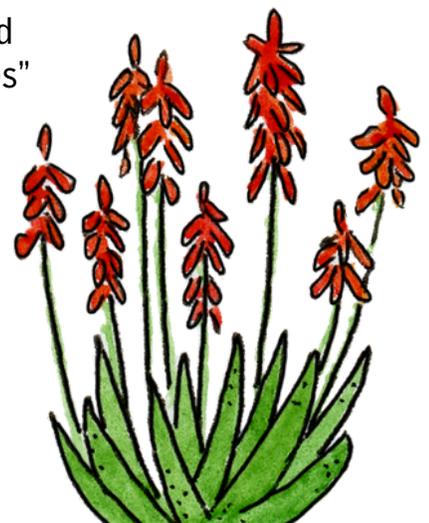
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KEY DUTIES & RESPONSIBILITIES

Portfolio Management & Prospect Development (~35%)

- Provide ongoing portfolio support to Philanthropy staff by managing donor and prospect portfolios within CFSA's CRM system (Foundant CSuite), including assisting the team with tracking engagement activity, meaningful conversations, and next steps.
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- Assist with administration of CFSA's annual campaign.
- Participate in ongoing CFSA committees and workshops focused on technology and process improvement.
- Contribute to team coverage during holidays and peak activity periods.

Some evening and weekend availability for donor events and CFSA-sponsored activities is required. Infrequent travel, typically in Southern Arizona, will be necessary.

EXPERIENCE, QUALIFICATIONS, AND SKILLS

Minimum Qualifications

- Bachelor's degree or an equivalent combination of education and relevant professional experience.
- 4+ years of experience in nonprofit development, philanthropy operations, advancement services, prospect development, or a related role.
- Demonstrated experience working in a complex CRM system (e.g., Foundant CSuite, Salesforce, Raiser's Edge, Blackbaud CRM, or similar), including managing donor/prospect profiles, portfolios, opportunities, and custom reports.
- Experience supporting fundraising or donor engagement efforts through data management, reporting, portfolio support, or operational/process-driven coordination.
- Strong organizational skills with the ability to manage multiple priorities, meet deadlines, and maintain high attention to detail.
- Excellent written and verbal communication skills.
- Ability to handle confidential information with discretion and professionalism.
- Ability to work effectively in a collaborative, cross-functional, and hybrid work environment.
- Ability to interact well with a diverse range of people. 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.

Preferred Qualifications

- Experience in prospect development, including prospect research, portfolio analysis, pipeline tracking, or moves management.
- Advanced proficiency in data analysis and reporting tools (e.g., Excel, dashboards, data visualization, CRM reporting).
- Experience developing and documenting operational processes or data governance standards.
- Familiarity with community foundation environments, donor-advised funds, or complex philanthropic organizations and structures.
- Experience partnering closely with relationship managers or fundraisers to support strategy and decision-making.
- Familiarity with prospect research tools (e.g., Donor Search, iWave, WealthEngine, or similar).
- Demonstrated ability to translate data into insights that inform fundraising strategy and outreach.





AMERICANS WITH DISABILITIES ACT SPECIFICATIONS

Physical Demands

The physical demands described here are representative of those required 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.

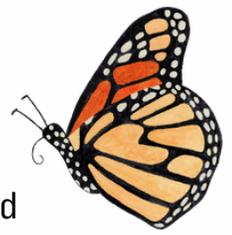
Work Environment

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. Please put "Senior Manager, Philanthropic Strategy & Operations" in the subject field. Visit cfsaz.org/employment to view the complete job description.

COMPENSATION

The hiring range for this position is \$70,000-\$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 that meets employees' health and wellness needs, promotes professional development and career growth, recognizes performance, and provides 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