Community Foundation for Southern Arizona

cfsaz.org | | 520-770-0800 | 5049 E. Broadway Blvd. #201, Tucson, AZ 85711

Position Description: Campus Coordinator

Position	Campus Coordinator
Department	Finance
Reports To	Campus Manager
FLSA Status	Full Time, Non-Exempt
CFSA Grade	12
Organization Profile	Founded in 1980, the Community Foundation for Southern Arizona (CFSA) has supported Southern Arizona with over $291 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. 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. An initiative of the Community Foundation for Southern Arizona, the Community Foundation Campus (CF Campus) spans more than 24,000 square feet across three buildings with a central courtyard. The CF Campus offers modern and affordable office, meeting, and event spaces for nonprofit organizations. The Campus works to strengthen Southern Arizona by cultivating an environment that promotes networking, partnerships, and shared learning opportunities to increase nonprofit impact.
Position Purpose & Overview	Reporting directly to the Campus Manager, the Campus Coordinator helps create a welcoming, collaborative, and vibrant campus environment where nonprofit organizations, community partners, and visitors can thrive. The Campus Coordinator serves as a primary point of contact for the CF Campus, ensuring a well-maintained and highly functional environment. This role combines front-desk reception, administrative support, facilities coordination, vendor management, and event support to help ensure the campus operates smoothly each day. The Campus Coordinator plays a key role in fostering a positive tenant experience, supporting community-building activities, and maintaining strong relationships with campus stakeholders. Success in this role requires exceptional customer service, organization, attention to detail, and a proactive approach to problem-solving. Please note that this position is an onsite role.
Duties & Responsibilities	**<u>Campus Reception & Administrative Support (40%)</u>** • Serve as the welcoming face of the CF Campus and receive all guests to campus via the reception desk. Offer directions, answer questions, and manage incoming phone calls to the campus team, routing people and calls to various tenants as needed. • Manage the room reservation platform for the campus, supporting both tenants and outside organizations in reserving rooms for meetings according to campus policies. • Learn, understand, and enforce Campus policies, guidelines, and safety practices.

	• Responsible for all proper record keeping as assigned by the Campus Manager, may include basic file management, vendor invoice review and processing, and ensuring processing documents for the campus are updated and maintained. **Campus Facilities Coordination & Vendor Support (40%)** • Responsible for general facilities maintenance, including but not limited to: opening and closing the building (and associated processes), ensuring gates are opened and locked, loading and emptying dishwashers, making coffee, organizing storage and common areas, ensuring kitchen supplies are well-stocked, etc. • Assess the landscape and overall property on a daily basis - engage with vendors if and when needed to ensure the property is being well-maintained and kept clean and tidy. • Report and track facilities repair and maintenance needs. • Be willing to serve as a key point of contact with select vendors, ensuring contractual services are being provided as described and invoices are being paid in a timely manner. • Partner with the campus manager to coordinate with CFSA's Technology Support Manager as needed to maintain and operate AV equipment and troubleshoot any other technology issues that arise onsite. **Community Relations and Support (15%)** • Provide excellent customer service for tenants as well as non-member or broader community members visiting or working on Campus. • Support onsite events, including setting up and/or overseeing the set up of facility for events that may require moving tables, chairs, and other equipment. • As requested, conduct tours for prospective tenants and other stakeholders. • Support campus visitors and tenants on ensuring effective use of AV equipment for meetings, and troubleshoot as needed. • Build and maintain campus culture by proposing and supporting activities that encourage collaboration and community-building among our diverse tenants. This could include things like: the development and coordination of special events for tenants as well as support of (when needed) CFSA programs, training, and events. • Managing communications platforms for tenants to share resources and news, including ownership of developing and sending the weekly campus newsletter. **Other Duties as assigned (5%)**
Experience, Knowledge, and Skills	• Minimum of 2 years of professional experience in a customer-focused and/or facilities management role. • Excellent interpersonal skills with a willingness and ability to work cooperatively with others, with a focus on customer service. • Basic experience with vendor coordination, reception, and administrative processes. • Availability to support evening and weekend events, generally not more than 3 times per month. • Attention to detail and a high level of accuracy. • Ability to be effective with technology. Understands how technology works and is able to use technology to enhance productivity and efficiency. This includes basic database and IT skills, proficiency with the Microsoft Office/Window's based environment, comfort learning and working with AV equipment, office software tools for reporting, presentations, or similar technology. • Self-directed, solution-oriented, and forward-thinking to anticipate organizational needs. • Excellent organizational and project management skills, including the ability to prioritize multiple and often competing tasks. • Ability to maintain confidentiality. • Ability to project a professional image and customer service-oriented approach in person, via email, and on the phone. • Commitment to continuous process improvement. • 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, gender identity, sexual orientation, age, religion, marital status, disability, national origin, and military status.

Preferred Skills	• Nonprofit experience or interest in working in the nonprofit field • Direct facilities management experience • Conference room management experience • Bilingual (Spanish speaking)
General	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, please do not hesitate to apply and tell us about yourself. 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.
Americans with Disability Specifications	**Physical Demands** 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. While performing the duties of this job, the employee is often required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must often lift and/or move up to 25 pounds, including moving conference room tables (on wheels) and chairs on a daily basis. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. **Work Environment** • Work environment characteristics described here 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. • 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.
Compensation	The salary range for this position is $44,000 - $50,000, 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. CFSA offers full-time employees: • 401(k) retirement plan with employer match. CFSA contributes 4% of salary and matches up to 4% more, 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 under the base plan. • Life, accident, death, and disability insurance: CFSA covers 100% of the employee premium under the base plan. • Short-term and Long-term disability insurance: CFSA covers 100% of the employee premium under the base plan. • 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. Paid family leave. • Beautiful, modern, art-filled campus, and other onsite amenities. • A flexible work environment that supports a healthy work/life balance. This is a summary of current CFSA benefits and eligibility and may change over time.
How To Apply	To apply, please email your cover letter and resume to hr@cfsaz.org with “Campus Coordinator” in the subject line. Applicant review will begin the week of November 30.

Community Foundation for Southern Arizona

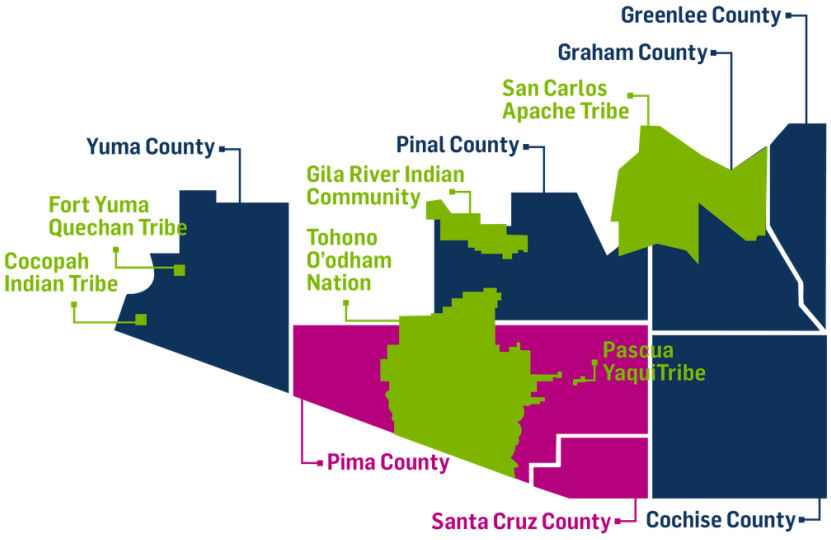
Position Guide

Campus Coordinator



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.

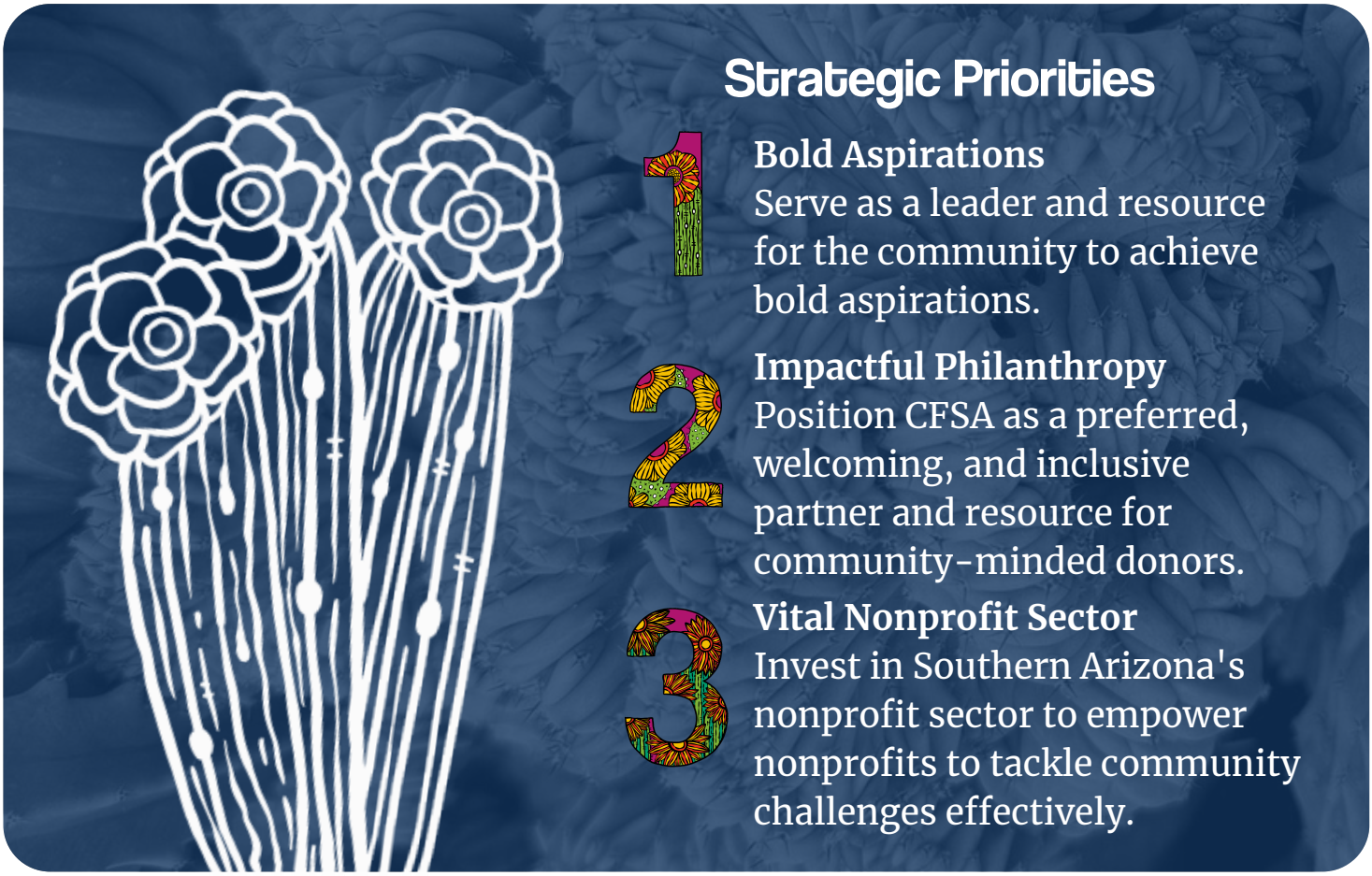


Generosity Grown in Southern Arizona

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.



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 connects donors, nonprofits, and partners to strengthen Southern Arizona through strategic grantmaking that meets community needs and improves quality of life.

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.

Campus Coordinator

POSITION OVERVIEW

Reporting directly to the Campus Manager, the Campus Coordinator helps create a welcoming, collaborative, and vibrant campus environment where nonprofit organizations, community partners, and visitors can thrive. The Campus Coordinator serves as a primary point of contact for the CF Campus, ensuring a well-maintained and highly functional environment. This role combines front-desk reception, administrative support, facilities coordination, vendor management, and event support to help ensure the campus operates smoothly each day. The Campus Coordinator plays a key role in fostering a positive tenant experience, supporting community-building activities, and maintaining strong relationships with campus stakeholders. Success in this role requires exceptional customer service, organization, attention to detail, and a proactive approach to problem-solving.

Please note that this position is an onsite role.

KEY DUTIES & RESPONSIBILITIES

Campus Reception & Administrative Support (40%)

- Serve as the welcoming face of the CF Campus and receive all guests to campus via the reception desk. Offer directions, answer questions, and manage incoming phone calls to the campus team, routing people and calls to various tenants as needed.
- Manage the room reservation platform for the campus, supporting both tenants and outside organizations in reserving rooms for meetings according to campus policies.
- Learn, understand, and enforce Campus policies, guidelines, and safety practices.
- Responsible for all proper record keeping as assigned by the Campus Manager, may include basic file management, vendor invoice review and processing, and ensuring processing documents for the campus are updated and maintained.

Campus Facilities Coordination & Vendor Support (40%)

- Responsible for general facilities maintenance, including but not limited to: opening and closing the building (and associated processes), ensuring gates are opened and locked, loading and emptying dishwashers, making coffee, organizing storage and common areas, ensuring kitchen supplies are well-stocked, etc.
- Assess the landscape and overall property on a daily basis - engage with vendors if and when needed to ensure the property is being well-maintained and kept clean and tidy.
- Report and track facilities repair and maintenance needs.
- Be willing to serve as a key point of contact with select vendors, ensuring contractual services are being provided as described and invoices are being paid in a timely manner.
- Partner with the campus manager to coordinate with CFSA's Technology Support Manager as needed to maintain and operate AV equipment and troubleshoot any other technology issues that arise onsite.

Community Relations and Support (15%)

- Provide excellent customer service for tenants as well as non-member or broader community members visiting or working on Campus.
- Support onsite events, including setting up and/or overseeing the set up of facility for events that may require moving tables, chairs, and other equipment.
- As requested, conduct tours for prospective tenants and other stakeholders.
- Support campus visitors and tenants on ensuring effective use of AV equipment for meetings, and troubleshoot as needed.
- Build and maintain campus culture by proposing and supporting activities that encourage collaboration and community-building among our diverse tenants. This could include things like: the development and coordination of special events for tenants as well as support of (when needed) CFSA programs, training, and events.
- Managing communications platforms for tenants to share resources and news, including ownership of developing and sending the weekly campus newsletter.



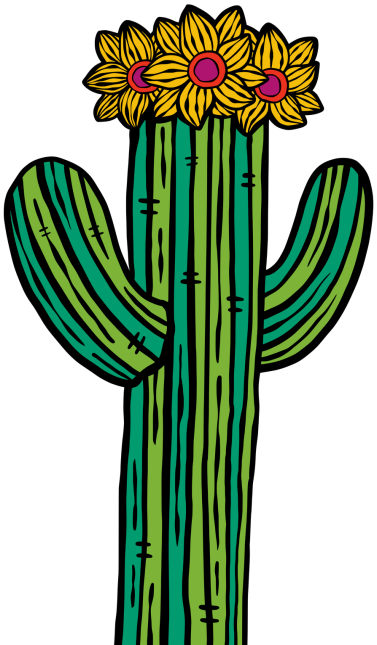
Additional Responsibilities (5%)

- Perform other duties as assigned.

EXPERIENCE, QUALIFICATIONS, AND SKILLS

Minimum Qualifications

- Minimum of 2 years of professional experience in a customer-focused and/or facilities management role.
- Excellent interpersonal skills with a willingness and ability to work cooperatively with others, with a focus on customer service.
- Basic experience with vendor coordination, reception, and administrative processes.
- Availability to support evening and weekend events, generally not more than 3 times per month.
- Attention to detail and a high level of accuracy.
- Ability to be effective with technology. Understands how technology works and is able to use technology to enhance productivity and efficiency. This includes basic database and IT skills, proficiency with the Microsoft Office/Window's based environment, comfort learning and working with AV equipment, office software tools for reporting, presentations, or similar technology.
- Self-directed, solution-oriented, and forward-thinking to anticipate organizational needs.
- Excellent organizational and project management skills, including the ability to prioritize multiple and often competing tasks.
- Ability to maintain confidentiality.
- Ability to project a professional image and customer service-oriented approach in person, via email, and on the phone.
- Commitment to continuous process improvement.
- 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, gender identity, sexual orientation, age, religion, marital status, disability, national origin, and military status.



Preferred Skills

- Nonprofit experience or interest in working in the nonprofit field
- Direct facilities management experience
- Conference room management experience
- Bilingual (Spanish speaking)



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

An individual who excels at customer service and campus operations. They take initiative, solve problems, and build positive relationships with tenants, vendors, and visitors while helping maintain a welcoming environment where nonprofit organizations and community partners can thrive. 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 will 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 "Campus Coordinator" in the subject field. Visit cfsaz.org/employment to view the complete job description.

COMPENSATION

The hiring range for this position is $44,000 - $50,000, commensurate with experience.



BENEFITS

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