Community Foundation for Southern Arizona

Position	Events Coordinator
Department	Marketing & Communications, Operations
FLSA Status	Full Time, Non-Exempt (Hourly)
CFSA Grade	12
Reports To	Director of Marketing & Communications
Organization Profile	Founded in 1980, the Community Foundation for Southern Arizona 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 supporting Southern Arizona nonprofits through donor-advised grants, designated grants, and competitive grantmaking, CFSA 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	The Events Coordinator reports to the Director of Marketing and Communications and is responsible for coordinating CFSA events and supporting marketing and communications efforts. This role manages logistics for small-scale events, assists with larger events, and supports marketing activities including event promotion and research. The coordinator works closely with the Events Manager, Digital Marketing Manager, and other CFSA staff to ensure events and communications are well-organized, cost-conscious, and aligned with CFSA's values, branding, and community engagement goals.
Duties & Responsibilities	**Small-Scale Event Management (less than 100 attendees) (50%)** • Create event materials including ticket pages, event detail emails, and post-event follow-up emails with surveys. • Coordinate logistics for smaller CFSA events, including catering, beverages, equipment rentals, bartenders, and photography. Events may include, but are not limited to, the Solutions-Focused Community Book Club, CFSA Donor Tour, CORE Collaborator Lunch, SAEPC Summer Series, and Professional Advisor Happy Hour. • Manage facility rentals and coordinate with service providers and vendors to ensure events are organized, safe, and successful. • Serve as the primary point of contact for event vendors. • Lead post-event staff debriefs to capture feedback and identify opportunities for improvement. **Large-Scale Event Support (more than 100 attendees) (30%)** • Work closely with the Events Manager to support logistics for large-scale events, including catering, beverages, equipment rentals, bartenders, and photography. • Assist with the development of sponsorship materials and sponsor support as needed. **Marketing Support (15%)** • Analyze post-event survey responses to identify trends, insights, and opportunities for improvement. • Lead post-event debrief with staff and compile summary report.

	• Conduct research on sponsorship benefits, industry trends, and best practices to inform marketing and event strategies. • Assist in creating marketing materials, such as flyers and promotional collateral. • Collaborate with the Digital Marketing Manager to support social media strategy and execution aligned with CFSA's brand and audience goals. • Participate in brainstorming sessions for marketing campaigns and outreach strategies. • Translate marketing materials into Spanish, if bilingual. **Additional Responsibilities (5%)** • Perform other duties as assigned.
Required Experience, Knowledge, and Skills	• Experience planning small-scale events for 100 or fewer individuals. • Basic experience with budget tracking, vendor coordination, and administrative processes. • Consistent availability for early morning, evening, and weekend events. • Attention to detail and a high level of accuracy. • High level of computer proficiency in a Microsoft Windows environment. • Excellent interpersonal skills with a willingness and ability to work cooperatively with others. • 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, sexual orientation, sexual identity, age, religion, marital status, disability, national origin, and military status.
Preferred Experience, Knowledge, and Skills	• Experience working in philanthropy or the nonprofit sector. • Experience with Adobe Suite or Canva. • Bilingual (Spanish speaking).
General	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 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 incumbent in this position.
Americans with Disability Specifications	<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 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, color vision, peripheral vision, depth perception, and the ability to adjust focus. Work Environment • 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 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 hiring range for this position is $43,000 - $48,000, 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 overtime via years of service), and one day of paid community 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. This is a summary of current CFSA benefits and eligibility and may change over time.
To Apply	Please email your cover letter and resume to hr@cfsaz.org with "Event Coordinator" in the subject line. Application review will begin on October 26, 2026.