



**Community
Foundation**
for Southern Arizona

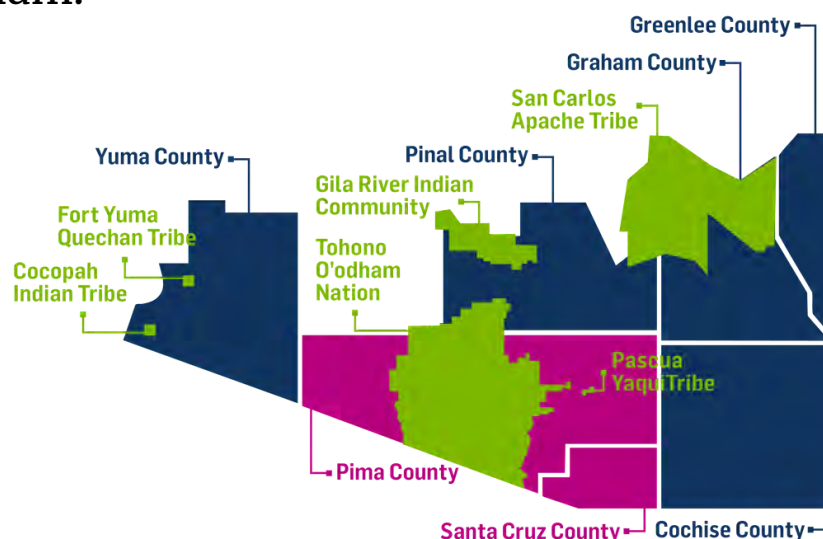
Position Guide

Administrative Support 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.

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 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.

Administrative Support Coordinator

POSITION OVERVIEW

The Administrative Support Coordinator provides high-level administrative support primarily to the Executive Office, Finance, and Philanthropy departments, including schedule coordination, senior leadership support, board committee administration, and internal and external communications.

The Coordinator supports finance- and philanthropy-related administration, working closely with senior leadership, board, and committee members, donors, and staff across departments. This position requires strong organizational skills, discretion, attention to detail, and the ability to prioritize multiple responsibilities while collaborating effectively across departments.

KEY DUTIES & RESPONSIBILITIES

Organizational Support (20%)

- Support the Executive Office activities, including meeting coordination, planning retreats and special projects.
- Perform general administrative and clerical functions, including photocopying, mailing, filing, and records management.
- Serve as backup support for phones, visitors, and mail handling.
- Perform occasional coverage for the Community Foundation Campus staff during lunch breaks or staffing shortages, including greeting visitors and answering phones.
- Assist other departments with administrative support as needed to support organizational efficiency.

Finance Department Support (40%)

- Coordinate internal and external meetings for the Chief Financial Officer (CFO).
- Schedule outside investment manager meetings in collaboration with the CFO and Vice President, Philanthropy.



- Filter and route questions from Philanthropy and Finance.
- Assist with material preparation, stuffing envelopes, and mailing projects as needed.
- Coordinate and manage Board of Trustee committee meetings (both in-person and hybrid), where the CFO serves as the primary staff liaison.
- Manage Board of Trustee committee membership within CFSA's board portal.
- Assist in preparing agendas, meeting materials, and committee packets; record, draft and distribute accurate minutes and track action items.
- Manage annual committee member documents, including Conflict of Interest and Confidentiality forms.
- Track and process assigned policy reviews according to established timelines.
- Support special projects such as organizing and maintaining electronic records, supporting seasonal work, and internal audit projects.

Philanthropy Support (40%)

- Coordinate internal and external meetings for VP of Philanthropy, including meetings with donors.
- Monitor and triage the general Philanthropy email inbox.
- Respond to or route donor inquiries regarding making grants and gifts.
- Provide database and data-entry support, including entering meeting notes and follow-up actions, creating, and updating profiles and opportunities and assisting with running reports such as weekly gift reports, board reports, and mailing lists, as requested.
- Support CFSA Properties by scheduling meetings (one annual meeting per year and additional meetings as needed), prepare minutes, and manage votes.
- Assist with special projects, such as tracking inactive funds, cross training on fund related processes to provide backup support, and supporting Committee Advised Fund activities.

EXPERIENCE, QUALIFICATIONS, AND SKILLS

Minimum Qualifications

- At least two years' experience working in an office setting or two years of successful customer service support.
- Ability to use discretion, sound judgment, and confidentiality.
- Excellent organizational skills and attention to detail with the ability to manage multiple projects and timelines.
- Excellent written and verbal communication skills, including proofreading and minute taking.
- High level of proficiency in a Microsoft office and working in Windows environment.
- Commitment to continuous learning and process improvement.
- Excellent interpersonal skills with a willingness and ability to work cooperatively with a diverse population with a 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 and commitment 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

- Three or more years of experience providing administrative support to senior leadership, including boards of directors or trustees.
- Nonprofit experience.
- Donor database/CRM experience and basic reporting.
- Bilingual English/Spanish (preferred).





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 "Administrative Support 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-\$48,000, 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.
- A flexible work environment that supports a healthy work/life balance. Due to the nature of this position, work is primarily in person on site at CFSA's campus. After a training period, limited hybrid flexibility may be available based on operational needs.

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