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| <b>Position</b>                        | Administrative Support Coordinator                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Department</b>                      | Executive Office - Admin                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Reports To</b>                      | Manager, Executive Office & Administration                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>FLSA Status</b>                     | Full Time, Hourly (Non-Exempt)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>CFSA Grade</b>                      | CFSA Grade 12                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Location</b>                        | The position is in Tucson, Arizona. As a place-based organization, the selected candidate is expected to reside in Southern Arizona.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Organization Profile</b>            | <p>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.</p> <p>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.</p> <p>In addition to the support provided to Southern Arizona nonprofits through donor advised grants and competitive 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.</p> |
| <b>Position Purpose &amp; Overview</b> | <p>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.</p> <p>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.</p>                                                                                                                                                                                                                                                                                                                   |
| <b>Duties &amp; Responsibilities</b>   | <p><b>Organizational Support (20%)</b></p> <ul style="list-style-type: none"> <li>• Support the Executive Office activities, including meeting coordination, planning retreats and special projects.</li> <li>• Perform general administrative and clerical functions, including photocopying, mailing, filing, and records management.</li> <li>• Serve as backup support for phones, visitors, and mail handling.</li> <li>• Perform occasional coverage for the Community Foundation Campus staff during lunch breaks or staffing shortages, including greeting visitors and answering phones.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                               |

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|                                               | <ul style="list-style-type: none"> <li>Assist other departments with administrative support as needed to support organizational efficiency.</li> </ul> <p><b>Finance Department Support (40%)</b></p> <ul style="list-style-type: none"> <li>Coordinate internal and external meetings for the Chief Financial Officer (CFO).</li> <li>Schedule outside investment manager meetings in collaboration with the CFO and Vice President, Philanthropy.</li> <li>Filter and route questions from Philanthropy and Finance.</li> <li>Assist with material preparation, stuffing envelopes, and mailing projects as needed.</li> <li>Coordinate and manage Board of Trustee committee meetings (both in-person and hybrid), where the CFO serves as the primary staff liaison.</li> <li>Manage Board of Trustee committee membership within CFSA's board portal.</li> <li>Assist in preparing agendas, meeting materials, and committee packets; record, draft and distribute accurate minutes and track action items.</li> <li>Manage annual committee member documents, including Conflict of Interest and Confidentiality forms.</li> <li>Track and process assigned policy reviews according to established timelines.</li> <li>Support special projects such as organizing and maintaining electronic records, supporting seasonal work, and internal audit projects.</li> </ul> <p><b>Philanthropy Support (40%)</b></p> <ul style="list-style-type: none"> <li>Coordinate internal and external meetings for VP of Philanthropy, including meetings with donors.</li> <li>Monitor and triage the general Philanthropy email inbox.</li> <li>Respond to or route donor inquiries regarding making grants and gifts.</li> <li>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.</li> <li>Support CFSA Properties by scheduling meetings (one annual meeting per year and additional meetings as needed), prepare minutes, and manage votes.</li> <li>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.</li> </ul> |
| <b>Experience, Qualifications, and Skills</b> | <p><b>Minimum Qualifications</b></p> <ul style="list-style-type: none"> <li>At least two years' experience working in an office setting or two years of successful customer service support.</li> <li>Ability to use discretion, sound judgment, and confidentiality.</li> <li>Excellent organizational skills and attention to detail with the ability to manage multiple projects and timelines.</li> <li>Excellent written and verbal communication skills, including proofreading and minute taking.</li> <li>High level of proficiency in a Microsoft office and working in Windows environment.</li> <li>Commitment to continuous learning and process improvement.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

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|                                                 | <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul> <p><b>Preferred Qualifications</b></p> <ul style="list-style-type: none"> <li>• Three or more years of experience providing administrative support to senior leadership, including boards of directors or trustees.</li> <li>• Nonprofit experience.</li> <li>• Donor database/CRM experience and basic reporting.</li> <li>• Bilingual English/Spanish (preferred).</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>General</b>                                  | <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's you, do not hesitate to apply and tell us about yourself.</p> <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Americans with Disability Specifications</b> | <p><u>Physical Demands</u><br/>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 accommodation 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 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.</p> <p><u>Work Environment</u><br/>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.</p> <p>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> |
| <b>Compensation</b>                             | <p>The salary range for this position is \$44,000-\$48,000, commensurate with experience. The Community Foundation for Southern Arizona offers an outstanding total rewards</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

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|                     | <p>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"> <li>• 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%, for a total potential match of up to 8%.</li> <li>• Health insurance: CFSA covers 80% of the employee premium and 50% of all dependent coverage costs under the base plan.</li> <li>• Dental and vision insurance: CFSA covers 90% of the employee premium.</li> <li>• Life, accident, death, and disability insurance: CFSA covers 100% of the employee premium.</li> <li>• Short-term and Long-term disability insurance: CFSA covers 100% of the employee premium.</li> <li>• Ten paid holidays and twenty days of paid time off in year one (and increased over time via years of service)</li> <li>• One day of dedicated PTO for Community Service/Volunteerism</li> <li>• Paid family leave.</li> <li>• Beautiful, modern, art-filled campus and other amenities.</li> <li>• 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.</li> </ul> <p>This is a summary of current CFSA benefits and eligibility may change over time.</p> |
| <b>How to Apply</b> | Please email your cover letter and resume to <a href="mailto:hr@cfsaz.org">hr@cfsaz.org</a> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Last Updated</b> | August 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |