Community Foundation for Southern Arizona

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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. **<u>Campus Facilities Coordination & Vendor Support (40%)</u>** • 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. **<u>Community Relations and Support (15%)</u>** • 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. **<u>Other Duties as assigned (5%)</u>**
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.