

Women's Foundation of Southern Arizona
Chief Executive Office
Tucson, Arizona
www.womengiving.org

Company Description:

The organization was founded in 1991 on the principle that when women thrive, the whole community benefits. Since its inception, the organization has invested more than \$4 million in organizations that create social, political and economic change that empowers women and girls.

The Foundation collaborates to achieve social, political and economic change that empowers women and girls. Through research, advocacy, grant making and leadership development, the organization now leads the region in philanthropic investments focused on women and their families. Recognizing that funding direct service interventions alone will not achieve systems change, three years ago, after intensive, participatory strategic planning and visioning, the Foundation added advocacy and public policy to its programmatic mix, going upstream to influence systems change at the State level.

In 2017, the Foundation awarded over \$700,000 through its Annual Grants Program to more than 20 non-profit partners, with the goal of increasing income and assets of the women they serve. Grants are made from annual competitive grant cycles, recommended from donor advised funds and allocated through Unidas, the Foundation's nationally recognized leadership and philanthropy program for high school women.

The organization is one of more than 160 women's funds across the globe.

Position Description:

The CEO will provide strategic leadership and vision to the organization in support of its mission, goals and programs. This individual will embody the organization's values and mission and be the public representative to stakeholders. The successful candidate will develop and strengthen partnerships with: policy makers and researchers; advocacy and education organizations; and local, statewide and national businesses and funders. The CEO will play a critical role in increasing sustainability and growth of the organization.

The annual operating budget is approximately \$1.4 million with assets of over \$4 million, including an endowment of over \$2 million and donor advised funds of over \$ 1 million.

The Foundation staff includes a community impact director, a philanthropic engagement manager and an operations/special projects manager. The Foundation utilizes outside contractors for accounting services, lobbying, program evaluation, and marketing.

Responsibilities:

Vision

- Provide leadership for the organization's continued growth and success, in alignment with its mission.
- Develop innovative ideas and initiatives for expanding public awareness, research, grant making and advocacy activities.
- Ensure that all programs, grants and work contribute to improving the lives of girls and women.
- Work closely with the Board to formulate and communicate goals and priorities that drive the organization toward sustained growth.
- Work closely with Board committees to develop and execute strategic and operational plans.

Fund Development

- Ensure we have the resources to fulfill our fundraising and financial goals, strategic plan and operations.
- Work with the Board to develop and implement a fund development plan that maximizes and diversifies the organization's funding sources.
- Maintain and enhance a strong, diverse base of donor support.

External Relations

- Represent the Foundation in local, regional and national communities, and reach out to local and national leaders and corporate, educational and governmental partners.
- Represent the Foundation to our stakeholders including donors, grantees, businesses, policy makers and advocacy groups.
- Build the organization's visibility through media channels, speaking engagements, and participation in statewide and national activities.
- Serve as a key public spokesperson for the organization, and develop and maintain a leadership position within the community and at state and national levels.
- Develop and engage a diverse cadre of volunteers.
- Partner with university and other researchers focused on women and girls.

Advocacy and Program Leadership

- Ensure the needs of the community are reflected in grant making activities.
- Ensure all programs are aligned with the organization's mission and are designed to meet the strategic plan.
- Encourage collaboration and community capacity building around services for women and girls.
- Serve as the registered lobbyist for the organization, ensuring compliance with all lobbying regulations as a 501c3, engage and educate elected officials, participate in and help foster coalitions, as appropriate to achieve goals outlined in the Board-endorsed advocacy agenda.

Financial

- Ensure sound fiscal management of the organization.
- Oversee implementation of the annual budget and financial plans.
- In coordination with the board and staff, develop and manage the annual operating budget to ensure effective and responsible fiscal practices.
- Oversee management of investments, including donor advised funds and endowment funds.

Management

- Through inspired leadership, create a work culture that is mission-centric and values teamwork, effective communication, accountability and outstanding service.
- Maintain and develop a talented and highly motivated professional staff through open communication and respect.
- Work with the Board to identify and recruit strong Board members as needed.
- Provide ongoing guidance to ensure the strength and effectiveness of the Board.
- Continually develop and evaluate the communication channels between the Board, donors, stakeholders, grantees and community.

Travel Requirements

- Position requires several out of town in state trips annually and 1 -2 multi-day trips out of state for WFSA business or donor visits.

Requirements:

Minimum Qualifications:

- Undergraduate degree and ten years of related experience.
- Proven fund development skills working with major donors, Foundations and corporations/businesses.
- Demonstrated success creating a strong network of stakeholders and building effective partnerships.
- Strong public speaking skills.
- Proven management abilities and problem-solving skills.
- Operational and financial management experience.
- Experience with a board of directors and nonprofit organizations.
- Superior written and oral communication skills.
- Microsoft Office proficiency.

Preferred Qualifications:

- Advanced degree in a relevant field.
- Work experience that demonstrates leadership and a strong commitment to girls and women.
- Advocacy experience.
- Familiarity with social media platforms.

Location

1661 N. Swan Road, Tucson, Arizona

Many people are drawn to Arizona due to the sunny weather and the surrounding beauty of the Arizona Sonoran Desert and multiple mountain ranges. The area is one of the earliest inhabited areas of the country, making it one of the most culturally rich cities of the West. Some facts about Tucson:

- Tucson is the second-largest populated city in Arizona behind Phoenix.
- Tucson is the 33rd largest city in the United States and the 52nd largest metropolitan area with an estimated population of 530,000.
- Tucson is home to The University of Arizona.
- Tucson has 350 days of sunshine a year, making it a location that draws outdoor enthusiasts who enjoy hiking and biking.
- Tucson is close proximity to many popular areas to visit including Mexico (1 hour drive), Phoenix (2 hour drive), Flagstaff (4 hour drive), The Grand Canyon (5 hour drive), San Diego (6 hour drive), and Las Vegas (6.5 hour drive).
- Tucson is an affordable place to live with the cost of living 9% below the national average.
- For more information on living & working in Tucson and economic development: <http://www.suncorridorinc.com/Living-Working/Tucson-Introduction.aspx>
- For more information on the revitalization of downtown Tucson and downtown renaissance: <http://www.suncorridorinc.com/Living-Working/Downtown-Renaissance.aspx>

Compensation

Compensation will be commensurate with experience. Relocation assistance available. Excellent benefits.

Why consider the opportunity?

- This is an opportunity to strategically affect change for women and children in Arizona!
- WFSA is viewed as a national leader within the 160 Women's Funds across the U.S.
- There are over 110 exceptional volunteers!
- WFSA has a very engaged Board of Directors and Advisory Council with 60 members!

For more information, please contact:

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