

Women's Foundation of Southern Arizona
Job Announcement
Chief Executive Officer

June 1, 2018

The Women's Foundation of Southern Arizona (WFSA) is accepting applications for its next Chief Executive Officer. For confidential consideration, please send a cover letter and resume to: search@womensgiving.org. Applications received by 5pm on 7/13/18 will be assured consideration.

Position Title: Chief Executive Officer

Reports to: Board of Trustees

Location: Tucson, Arizona

Our Mission: We collaborate to achieve social, political and economic change that empowers women and girls.

About the Foundation:

The Women's Foundation of Southern Arizona was founded in 1991 on the principle that when women thrive, the whole community benefits. Since its inception, WFSA has invested more than \$4 million in organizations that create change that empowers women and girls.

WFSA collaborates to achieve social, political and economic change that empowers women and girls. Through research, advocacy, grantmaking and leadership development, we now lead the region in philanthropic investments focused on women and girls, reaching 15,000 women and children annually. Recognizing that funding direct service interventions alone will not achieve systems change, three years ago, after intensive, participatory strategic planning and visioning, WFSA shifted, concretely, to advocacy and public policy, going upstream to influence systems change at the state level.

In 2017, the Women's Foundation awarded over \$700,000 in grants to more than 20 organizations, covering a wide range of needs. Grants are made from annual competitive grant cycles, recommended from donor advised funds and allocated through Unidas, our nationally recognized philanthropy program for high school girls.

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

Position Summary:

The CEO will provide strategic leadership and vision to WFSA in support of its mission, goals and programs. This individual will embody WFSA's values and mission and be the public representative to all of its 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 manager. The Foundation utilizes outside contractors for accounting services, lobbying and program evaluation.

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 WFSA has the resources to fulfill its 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 WFSA in local, regional and national communities, and reach out to local and national leaders and corporate, educational and governmental partners.
- Represent WFSA to its stakeholders including donors, grantees, businesses, policy makers and advocacy groups.
- Build WFSA visibility through media channels, speaking engagements, and participation in statewide and national activities.
- Serve as a key public spokesperson for WFSA, 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 WFSA'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.

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.

WFSA is an equal opportunity employer.