



Director of Member Engagement & Operations

Position Description

Please note: This is a full-time exempt position. Arizona Grantmakers Forum is currently operating remotely. We will return to in-person programming when it is safe to do so. The candidate must be able and willing to work in our Phoenix office when Arizona Grantmakers resumes in-person work.

About Arizona Grantmakers Forum

Arizona Grantmakers Forum is a vibrant statewide philanthropy-serving organization with a mission to empower our members to transform Arizona through leadership and meaningful philanthropy. We convene members for educational programs, collaborative opportunities and forums on critical issues and represent Arizona's philanthropic sector before policymakers and other key stakeholders. Arizona Grantmakers is driven by a belief that collaboration among philanthropic organizations is vital to building an equitable and prosperous Arizona.

Position Summary

The director of member engagement & operations acts as the first point of contact for all current and prospective members. This position manages day-to-day member engagement and logistical activities including database management, member recruitment and engagement efforts, and program and affinity group support. The director reports to the president & CEO.

This position is an opportunity to be part of an entrepreneurial and collaborative team. The successful candidate will be a highly organized, professional and solution-focused individual with a passion for Arizona Grantmakers' mission and Arizona's philanthropic community, strong interpersonal and communication skills, and a commitment to excellent member service.

Primary Responsibilities

Member Engagement

- Serve as an Arizona Grantmakers ambassador to members and the philanthropic community
- Serve as primary staff for Arizona Grantmakers' Membership Committee, Corporate Affinity Group and Small and Family Foundations Affinity Group
- Coordinate membership investment invoicing, member correspondence, member tracking and member leadership pipeline
- Support Arizona Grantmakers' board of directors, committees, affinity groups and funder collaboratives

Operations

- Maintain Arizona Grantmakers' member database and generate reports
- Support Arizona Grantmakers' Finance Committee
- Support Arizona Grantmakers' contracted accounting firm to maintain accounts payable and receivable, produce financial documents, and prepare for annual financial review and form 990

- Support Arizona Grantmakers' contracted human resources and payroll firm with biweekly timesheets and other requests
- Work with the Finance Committee and team to develop and monitor Arizona Grantmakers' annual operating budget
- Maintain Arizona Grantmakers' operational policies and guidelines

Program and Administrative Support

- Responsible for overseeing various office management tasks including office supplies and vendor accounts
- Coordinate weekly and monthly work plans with president & CEO and senior director of education & communications to ensure all deadlines and timelines are met
- Support Arizona Grantmakers' educational programming, including generating program materials, providing logistical support, managing the audio/visuals and event registration
- Work with president & CEO and other team members to schedule, prepare for and produce minutes of board, member and stakeholder meetings
- Assist president & CEO and other team members with special projects as necessary
- Participate in Arizona Grantmakers team meetings and activities
- Serve as primary contact for United Philanthropy Forum's Knowledge Management Collaborative, a peer-learning community that creates, maintains and continually improves technology platforms for Salesforce and Drupal

Qualifications and Characteristics

- Bachelor's degree or equivalent work experience
- Two to three years of nonprofit, membership association or customer service experience
- Proficient knowledge of Salesforce, Excel, Microsoft Office Suite and Zoom a must
- Knowledge of QuickBooks and Drupal a plus
- Commitment to personal growth on issues of racial equity and diversity and to supporting others in growth around issues of racial equity
- Understanding of philanthropy and its impact on communities and systems change a plus
- Commitment to producing high-quality work that aligns with Arizona Grantmakers' culture and strategic direction
- Demonstrated initiative and commitment to a high level of member service
- Critical thinker and creative problem solver
- Collaborative and skillful leader who exudes passion for advancing Arizona Grantmakers' mission

Physical Requirements

The person in this position will occasionally lift or move objects of moderate weight (i.e. boxes of printed materials, supplies or meeting tables) and assorted items needed for meeting set-up (i.e. conference telephone, catering, video camera). The person must be able to frequently operate a computer and remain in a stationary position. A valid Arizona driver's license is required.

Compensation

The compensation package is competitive and commensurate with experience and qualifications. The annual salary range for this position is \$50,000 to \$60,000 plus a benefits package.

Application Process

Please send your cover letter, resume and two to three references to: Laurie Liles, President and Chief Executive Officer, at support@azgrantmakers.org.

The deadline to apply is May 24, 2021. Due to the anticipated high volume of resumes, we are unable to respond to all candidates. We will be directly in touch with candidates for virtual interviews. The expected start date for this position is mid-June.

Arizona Grantmakers Forum is an Equal Opportunity Employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Arizona Grantmakers Forum is committed to creating an equitable workplace. We believe diversity and inclusion are key drivers of creativity and innovation, and we actively seek out candidates from many types of diverse backgrounds to apply for this exciting role.