

ARIZONA TOGETHER FOR IMPACT FUND

Initiative Manager Position Description January 2019

I. Introduction

The Arizona Together for Impact Fund (the Initiative”) is a new enterprise to encourage and support formal enduring collaborations between nonprofit organizations in Arizona. Formal enduring collaborations include mergers, back-office consolidations, strategic alliances and joint ventures (collectively, “Enduring Collaborations”). By supporting sensible Enduring Collaborations, the Initiative will have an important and positive impact on the capacity, effectiveness, and financial health of the Arizona nonprofit sector.

As a neutral, credible, experienced party willing to invest time and grant money, the Initiative will provide vital support to a diverse set of nonprofit organizations as they navigate a very challenging operating environment. The Initiative will work constructively with funders, boards, and nonprofit leaders willing to make difficult mission-driven decisions, will endeavor to serve as a catalyst for Enduring Collaborations, and will encourage innovation and best practices in the nonprofit sector.

The Initiative Manager (the “IM”) will report to the Governance Committee. This is a part-time position (approximately one-third to one-half time), with infrastructure support provided by Arizona Grantmakers Forum (the “Administrator”).

II. Position Summary and Responsibilities

During the start-up phase (approximately three months), the IM will be responsible for the activities listed below. Please note that this phase is likely to be more time-intensive than the ongoing operations of the Initiative once start-up is completed and the Initiative is launched.

- Working with the Administrator, finalize a first-year budget for the Initiative, including anticipated grant-making and operating costs;
- Developing a communications plan to announce/introduce the Initiative, including identifying and cultivating: relevant press contacts and coverage; conference speaking opportunities; and meetings with key opinion leaders in state nonprofit and philanthropic sectors;
- Developing relevant grants management systems, materials, and procedures for all stages of grant review, approval, monitoring, reporting, and assessment;
- Managing commitments (including securing and tracking grants received) and reporting requirements for foundations and other participants in the Initiative; ensuring all grants received are deposited in the Initiative’s Donor-Advised Fund held at Arizona Community Foundation;
- Overseeing work with a web developer to finalize content, and oversee development of the Initiative’s website in partnership with the Administrator;

- Working with a branding/design consultant to develop requisite branding materials such as graphic identity, letterhead and business cards, in partnership with the Administrator;
- Reviewing start-up phase products (e.g., website, communications plan, etc.) with the Governance Committee;
- Building and maintaining a content relationship management system.

Once the Initiative is operational, the IM will be responsible for:

- Cultivating and developing a pipeline of potential grants;
- Evaluating and recommending grants to the Governance Committee;
- Providing appropriate assistance to potential and current grantees as part of the due diligence process. This may include hosting sensitive meetings of potential partners and select facilitation of associated board discussions and deliberations;
- Managing and reporting on the Initiative's portfolio including collecting/reviewing semi-annual reports from individual grantees and producing an annual report on the Initiative's overall performance for Governance Committee review. Performance metrics will be developed over time in partnership with the Governance Committee;
- Updating and providing content to the website based on the Initiative's emerging local experience, as well as sharing learning that is available from other cities and literature;
- Building ongoing relationships with grantees, funders, umbrella organizations, technical assistance providers, government officials, and other stakeholders to promote Enduring Collaborations as tools for increasing impact and improving outcomes for nonprofits in Arizona;
- Engaging in field-building activities to promote Enduring Collaborations as a resource for the nonprofit community: hosting educational/training sessions on Enduring Collaboration practices and processes for technical assistance providers and nonprofit leaders, speaking with nonprofit leaders and boards, participating on panels with regional as well as national umbrella groups, etc. The IM may coordinate these sessions (identifying facilitators/panelists, managing attendees, event logistics, etc.) and may also lead discussions as appropriate;
- Cultivating and sharing knowledge with the Governance Committee, including (but not limited to) disseminating materials and delivering presentations on topics impacting the sector as appropriate
- Managing funder commitments and reporting; participating in select fundraising activities as appropriate (with the approval of the Governance Committee).

As needed and with the approval of the Governance Committee, the IM may work with a consultant for selected assistance that may include:

- Various activities associated with the start-up (e.g., communications/branding development, website development, grant management software implementation, etc.)
- Financial analysis for due diligence review of potential grantees;
- Review of 501(c)3 status of potential grantees;
- General troubleshooting and/or best practice sharing as appropriate.

III. Skills, Qualifications, and Attributes

The IM should possess the following skills, qualifications, and attributes:

- Ability to multitask and manage a complex start-up/new project;
- Base level of financial acumen/knowledge of nonprofit business models;
- Experience with change management, mergers, acquisitions, and strategic partnerships;
- Ability to understand nonprofit board development and dynamics;
- Solid interpersonal skills;
- Strong communications skills, including writing and public speaking;
- Ability to exhibit versatility in effectively engaging with organizations from varying content areas (e.g., health, human services, education, arts, etc.) facing a diverse set of organizational challenges;
- Background in philanthropy;
- Knowledge of nonprofit organizations in the state;
- Understanding of nonprofit resource development challenges;
- Self-starter with the ability to work independently;
- Commitment to learning, openness to new ideas;
- Proven leader/manager;
- Experience working ;where discretion and confidentiality are required;
- Five to seven years of relevant experience.

IV. Other

Applicants should email a cover letter and resume along with compensation requirements to _____ no later than _____.

The successful applicant will ideally be prepared to start work in _____ and to formally launch the Initiative in _____.