

|                             |   |
|-----------------------------|---|
| <b>JOB TITLE:</b>           | Affiliate Officer   |
| <b>EMPLOYED BY:</b>         | President & CEO   |
| <b>RESPONSIBLE TO:</b>      | Affiliate Director  |
| <b>STATUS:</b>              | Regular Exempt Employee   |
| <b>PURPOSE OF POSITION:</b> | This position is responsible for administering Arkansas Community Foundation's statewide outreach through the affiliate program. This position is responsible for providing liaison support between the Arkansas Community Foundation central office and local staff and local advisory boards. |

**Principal Responsibilities:**

Developing Affiliate System

- Provide strategic visioning of the statewide network and its impact
- Conduct affiliate troubleshooting and develop plans for moving affiliates toward greater impact
- Administer any grants received to support or strengthen the affiliate program
- Monitor the Affiliate Policy and Operating Procedures on a regular basis
- Travel to each affiliate area at least twice annually

Staff Management

- Work with local boards to hire affiliate staff
- Oversee onboarding and training for new affiliate staff
- Monitor and supervise affiliate staff (29 local executive directors), including conducting annual reviews and providing performance feedback
- Develop and oversee performance improvement plans as needed
- Proactively advise affiliate staff on upcoming events, priorities and news; act as information hub for affiliate staff
- Develop, update and share resource manuals, procedures, training modules and other documentation to aid affiliate staff in performing their job duties
- Develop and implement a program of encouragement and appreciation for affiliate staff
- Manage data for the affiliate system, including tracking and organizing institutional documents, contact information, board demographics, local operating budgets, progress toward annual goals, attendance at meetings, etc.

Staff Development

- Gain basic understanding of all community foundation processes, departments and job functions in order to assist affiliate staff
- Develop and plan quarterly trainings for affiliate staff
- Develop and plan other training modules as needed
- Provide technical assistance to affiliate staff by phone, videoconference or in person

- Conduct one-on-one skill building for affiliate staff members
- Serve as primary contact for affiliate staff for questions and assistance; route requests to other staff members as applicable

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Commitment to service and the mission and vision of the Foundation
- Skilled in planning and executing professional development and support using both in-person and remote techniques
- Excellent writing skills and outstanding interpersonal and verbal communications skills
- Ability to effectively present information and respond to questions from all constituencies
- Excellent organizational skills and attention to detail
- Strong project management and planning skills
- Strong customer service skills and ability to respond rapidly and accurately to multiple requests for assistance
- Must be self-motivated, professional, embrace high ethical standards, and have ability to handle multiple tasks simultaneously
- Must be able to travel 1-3 days per week (generally, travel consists of day trips; overnight travel is seldom required). Company vehicles are available for most travel; mileage reimbursement will be provided when an employee's own vehicle is used.

**PREFERRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledgeable of strategies and best practices to plan and implement diversity, equity, and inclusion (DEI) practices
- Strong public speaking skills
- Supervisory experience with demonstrated strengths in staff management or volunteer management