

Greater Philadelphia Asset Funders Network Regional Officer

Job Posting

Asset Funders Network (AFN) is a national membership organization with a strong point of view actively engaging philanthropy to advance equitable economic justice, opportunity and security.

AFN is seeking an experienced, highly motivated and entrepreneurial individual to be our Greater Philadelphia AFN Regional Officer to engage and facilitate funders and financial institutions in the area to invest in and increase equitable economic justice. The goals will include facilitating learning, developing and advancing data and data driven resources, identifying programmatic and systemic needs, and working with grantmakers to advance solutions and achieve change.

The Regional Officer will advance AFN's mission and work within the seven issue areas affecting economic security and wealth building, with support of AFN leadership and other regional officers. The Regional Officer is responsible for the day-to-day communication with funders and has the independence, with a local Steering Committee and partners Philanthropy Network of Greater Philadelphia (PNGP) and the Federal Reserve Bank of Philadelphia to design strategy and program activities that further the chapter's goals. The officer will be expected to fundraise to support local activities and manage the budget in the region in collaboration with AFN's finance and membership staff.

In their first year, the Regional Officer's deliverables will include managing and growing the Greater Philadelphia Regional AFN Chapter, while cultivating and facilitating a table of grantmakers and financial institutions that comprises the Greater Philadelphia AFN Steering Committee. Other deliverables for the region include developing locally responsive, targeted programming and funding that aligns with the goals and strategies established by the region's AFN members. Finally, the Regional Officer will be expected to work with Chapter members to define and address issues of common interest and facilitate collaborative or aligned strategic grant making to foster system change and greater economic security and economic equity.

The Regional Officer will also support funders to align investments to support strategic issues or programming reflected in the National AFN Strategic Work Plan.

Deliverables and Services

- Under an employment contract, the employee serving as AFN's Greater Philadelphia Regional Officer is specifically responsible for deliverables reflecting Greater Philadelphia AFN priorities for the regional strategy, as well as AFN related deliverables.

Connect and Build

- Exploring interest in and cultivating the AFN chapter including coordinating follow up efforts, hosting in-person and virtual events, and cultivating and engaging funders as members and asset building investors.
- Leading the continued development of a sustainable chapter supported by funders and financial institutions.
- Organizing and supporting the Greater Philadelphia AFN Steering Committee by developing meeting agendas, content for webinars and convenings, and, where appropriate, helping to prepare aligned or shared actions.
- Providing information, feedback and updates on the Greater Philadelphia AFN regional budget via the AFN fiscal team to the regional Steering Committee for them to transparently understand chapter membership and fiscal capacity.
- Engaging grantmakers and financial institutions with AFN's value proposition and potential of peer-to-peer learning and support, shared metrics, and aligned funding efforts.
- Build relationships with allied funder affinity groups in the region or on key issues and and existing stakeholder and funder tables for maximum impact and collaboration
- Identify and develop relationships with 3-4 members who serve as regional chapter leaders to support the stability and facilitate growth of the regional chapter
- Work to identify and actively recruit new chapter members in collaboration with the national AFN Membership team

Inform and Elevate

- Implementing the national AFN Strategic Work Plan and the aligned local strategic priorities developed to achieve deliverables for the region.
- Implementing the regional strategic work plan including achieving stated goals, planned activities, and outputs, within the described timetable.
- Providing information as needed to support completion of grant proposals and reports (via the Membership team) for Greater Philadelphia AFN fundraising for planned activities, or to support issue briefs or projects as they relate to regional interests.
- Coordinating and supporting regional programming and convenings.

Influence

- Representing AFN at conferences and funder groups as a thought leader.
- Providing support and content expertise to AFN webinars, conference sessions and meetings (as requested or as developed through a planning process).
- Identify opportunities for AFN content to be highlighted at other funder-focused conferences in Pennsylvania as strategically appropriate.
- Sharing ideas and lessons, and learning from the other AFN regional staff.

Special Projects

- There is potential for the Program Officer to secure a separate employment contract from Philanthropy Network of Greater Philadelphia to support their asset-building efforts. Details and scope of work to be negotiated directly with PNGP.

Requirements

- Minimum of seven years' experience in philanthropy or the non-profit field.
- History working to advance economic justice and/or asset building strategies.

- Experience and comfort working independently, with remote colleagues.
- Excellent writing and presentation skills.
- Experience and comfort facilitating groups, managing events, and leading meetings.
- Full COVID-19 vaccination required.

Location for Work

The regional officer is based in the Greater Philadelphia area working remotely from his/her/their home or leveraged office space with the ability to travel to meetings as needed throughout the region.

Compensation

Salary Range

This position starts at 50% of full-time employment (approximately 15 hours per week) which is equivalent to \$60,000 - \$68,000 per year plus benefits, calculated on the full-time base salary of \$120,000 - \$137,000. The number of hours and commensurate increased salary will occur as projects and related funding grows.

Benefits

Benefits include a 401K contribution (5% of salary), health expenses reimbursement (QSEHRA) up to \$5,850 per self-only employee and up to \$11,800 per employee with a family, home office expense reimbursement (up to \$2500 per year), unlimited PTO, and more.

There is good potential for this position to grow in hours and compensation over time, particularly as new members and funded initiatives are undertaken.

Term

January 1, 2024 - December 31, 2024. Initial Trial Term. Renewable annually upon performance and dependent on continued funding.

Maximum hours of work

This employment contract for services is estimated to average 60-70 hours per month (or as appropriate commensurate with the agenda of activities) anticipating that some months will have greater or lesser hourly requirements to meet deadlines or perform the required work. Depending on the work planned and fundraising for Greater Philadelphia AFN, the contract has the potential for growth in the hours.

About AFN

The Asset Funders Network (AFN) is:

- the leading national non-profit membership organization that engages philanthropy (public, private, financial institutions, non-profit and corporate) to advance equitable wealth building and economic mobility.

- a membership organization for funders. To achieve its mission, AFN informs, fosters connections across networks, influences grant giving strategy, and builds momentum for system change.
- committed to advancing diversity, equity, and inclusion internally and externally.
- staffed by committed, collaborative and experienced professionals located across the country to advance the AFN mission.

AFN recognizes that staff can exercise their flexibility to engage as contractors or volunteers with other organizations (funders, non-profits, or public entities). AFN policy explicitly does not restrict outside employment or contracting as long as there is no conflict of interest.

How to Apply

Interested candidates should submit their resume and a statement of interest to employment@assetfunders.org. Please reference the position title in the subject line of email. Candidates will be reviewed on a rolling basis.