

## Memphis, Tennessee Asset Funders Network Program Officer

Asset Funders Network (AFN) is a national membership organization with a strong point of view actively engaging philanthropy to advance equitable wealth building and economic mobility.

AFN is seeking an experienced, highly motivated and entrepreneurial individual to be our Memphis, Tennessee AFN Program Officer to cultivate and facilitate the Steering Committee of a regional table. The Program Officer will engage area funders and financial institutions as members and participants in regional and national AFN activities - facilitating learning, sharing data and data driven resources, and developing responsive programming to align goals and strategies established by the regional chapter.

As part of the role, the Program Officer is responsible for the day-to-day communication with funders and has the independence, with the local Steering Committee, to design strategy and program activities that further the chapter's goals and AFN's mission. 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. The Program Officer will coordinate with local and regional funders to define and align issues of common interest, as well as to develop initiatives and align strategic grant making.

The Program 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.

AFN requires evidence of COVID-19 vaccination as a condition of engagement. Travel to meetings consistent with the position will be required.

### **Deliverables and Services**

Under an employment contract, the employee serving as AFN's Memphis Program Officer is specifically responsible for defined deliverables reflecting the Memphis area's funder priorities for the regional strategy consistent with AFN's mission strategic plan.

#### **Connect and Build**

- Engaging funders (grantmakers and financial institutions) with AFN's value proposition and potential of peer technical support, shared metrics, and aligned funding efforts.
- Exploring interest in and cultivating the AFN chapter including coordinating follow up efforts, hosting 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 a Memphis AFN Steering Committee by developing meeting agendas, content for webinars and convenings, and, where appropriate, helping to prepare aligned or shared actions.
- Actively participate and collaborate in the work of AFN's South / Mid-South Regional Hub (currently Louisiana, Arkansas, the Carolinas and Memphis)
- Providing information and fiscal feedback via the AFN Controller to the regional Steering Committee for them to transparently understand chapter membership and fiscal capacity.
- Adding at least 5 active regional members in 2024.

### **Inform and Elevate**

- After an initial 6-month period, provide a written report reflecting progress and an updated analysis and recommendations for a path forward for a sustainable Memphis AFN chapter
- Creating a regional work plan including goals and planned activities, outputs, and timetable.
- Informing the grant proposals and reports (via the AFN Membership Team) to support the Memphis chapter's planned activities, or to support issue briefs or projects related to regional interests.
- Coordinating and supporting regional programming and convenings, e.g. funder/regional forums including identifying and coordinating 1-2 speakers and as appropriate related webinars and funder surveys.

### **Influence**

- Representing AFN at conferences and funder groups as a thought leader (including the AFN biennial national conference)
- Encouraging Memphis-based funders to attend AFN's programming as a learning and engagement opportunity

## **Requirements**

Full COVID-19 vaccination required.

- Minimum of seven years' experience in philanthropy or the non-profit field.
- Experience and comfort working independently, with remote colleagues.
- Excellent writing and presentation skills.
- Experience and comfort facilitating groups, managing events, and leading meetings.
- History working with philanthropy and/or nonprofits to advance social and/or asset building strategies.
- Fully vaccinated and able to provide appropriate documentation.

### **Location for Work**

The regional program officer would be based in the Memphis Metropolitan 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 is exempt and starts at 50% of full-time employment (averaging in the range of 15 hours per week) which is equivalent to \$60,000 - \$68,000 per year plus benefits, calculated based on a full-time base salary of \$120,000 - \$137,000. There is good potential for this position to grow in hours and compensation over time, particularly as new members and initiatives are undertaken.

## **Benefits**

Benefits include a 401K contribution (5% of salary), a QSEHRA health expenses reimbursement (annual expenses up to \$6,150 for self-only coverage and \$12,450 for family coverage), home office expense reimbursement (up to \$2,500 per year), unlimited PTO, and more.

# Term

An employment contract will be negotiated for January 29, 2024 – December 31, 2024, renewable annually upon performance achieving agreed upon deliverables and dependent on continued funding.

## **Maximum hours of work**

This contract for services is estimated to average 62 hours per month over 12 months (commensurate with experience and 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 Memphis AFN, the contract has the potential for growth in the hours.

# About AFN

The Asset Funders Network (AFN) is:

- the leading national nonprofit membership organization that as a philanthropy support organization 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 to [employment@assetfunders.org](mailto:employment@assetfunders.org). Please reference the position title in the subject line of email. Candidates will be reviewed on a rolling basis.