

# Memphis | Tennessee Asset Funders Network Program Officer

## *Request for Consultancy*

The Asset Funders Network (AFN) is a national membership organization engaging philanthropy to advance economic opportunity and prosperity.

The Asset Funders Network is seeking a skilled, highly motivated and entrepreneurial individual to join the organization, in a consultant capacity, as the part-time Tennessee Program Officer.

The Program Officer will have deliverables with a particular focus on exploring funder interest in the Mid-South (Tennessee) regional chapter of AFN, engaging area funders and financial institutions as members of AFN, as well as developing responsive strategies aligning with goals and interests of the local members. Initial focus for the role will be funders in the Memphis area.

As part of the role, the Program Officer will coordinate with local funders to define and align issues of common interest, as well as explore collective interest in establishing a Tennessee regional chapter of AFN.

The Program Officer will also support funders to align investments to support Tennessee AFN strategic issues reflected in the AFN Work Plan.

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 contract, the contractor serving as AFN's Tennessee Program Officer is specifically responsible for defined deliverables reflecting Tennessee AFN priorities.

### **Connect and Build**

- Engaging 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 development of a sustainable chapter supported by funders and financial institutions.
- Organizing and supporting a Tennessee AFN Steering Committee by developing meeting agendas, content for webinars and convenings, and, where appropriate, helping to prepare aligned or shared actions.
- Providing information and fiscal feedback via the AFN CFO to the regional Steering Committee for them to transparently understand chapter membership and fiscal capacity.

### **Inform and Elevate**

- After the initial 6-month period, provide a written report with analysis and recommendations for a path forward for a sustainable Tennessee AFN chapter
- Creating a regional work plan including goals and planned activities, outputs, and timetable.
- Coordinating and supporting regional programming and convenings

### **Influence**

- Representing AFN at conferences and funder groups as a thought leader
- Encouraging Tennessee-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 Memphis, Tennessee 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

A negotiated hourly rate reflecting experience and deliverables. There is good potential for this position to grow in hours and compensation over time, particularly as new members and initiatives are undertaken.

# Term

January 1, 2023 – July 31, 2023. Initial Trial Term. Potential for conversion to part time employment based on performance.

## Maximum hours of work

This contract for services estimated to average 20-30 hours per month over 6 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 Tennessee 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 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.

# How to Apply

Interested candidates should submit their resume, a brief proposal including approximate hours required per month to fulfill the responsibilities described 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.