



# Women's Foundation

FOR THE STATE OF ARIZONA

Join Us

WFSA Hiring Guide FY24

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# ABOUT WFSA

The Women's Foundation for the State of Arizona (WFSA) is an exceptional place to work, grow, and make a difference. We are a dynamic team of individuals who are dedicated to promoting equity, opportunity, and economic independence for women and girls in Arizona. Our work is deeply meaningful and impactful, and we are committed to creating a more just and equitable society for everyone. We value diversity, inclusion, and collaboration, and we believe that our team members are our greatest asset. When you join our team, you'll be joining a community of like minded individuals who are passionate about making a positive change in the world.

We believe that taking care of yourself is crucial for achieving a healthy work/life balance. We encourage our employees to prioritize self care and offer flexible work arrangements to help them do so. We value the well being of our team members and recognize that everyone's needs are different, so we work with everyone to find the right balance that works for them. We believe that happy, healthy employees are key to our success, and we are committed to supporting our team in all aspects of their lives.

WFSA is committed to promoting gender equity and advancing opportunities for women and girls in the state. In line with our mission, we have built a diverse workforce that reflects the communities we serve. WFSA also values self sufficiency and has researched this topic, guiding our advocacy and innovative solutions efforts. We offer starting positions with an annual salary of \$52,000, which aligns with our commitment to fair and livable pay.

[View the updated 2022 interactive Self Sufficiency Tableau.](#)

# WORKING AT WFSA

We offer competitive compensation, comprehensive benefits, and ample opportunities for professional development and growth. We are committed to diversity, equity, inclusion, and accessibility (DEIA) both in our work and in our workplace. To achieve this, we provide ongoing DEIA training to all staff members, which helps us stay informed as we use an intersectional approach in our work. Our goal is to be culturally competent, understand the diverse communities we serve, and create a welcoming and inclusive environment for everyone. We recognize that DEIA is a continuous learning process, and we are dedicated to creating opportunities for our staff to learn, grow, and engage in meaningful conversations around these important issues.

If you're looking for a fulfilling and inspiring career that truly creates change, join the Women's Foundation for the State of Arizona. Our staff enjoys:

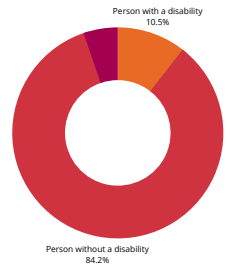
-  **MEDICAL INSURANCE**  
Employee premium is 100% covered by WFSA & 50% of dependent premium.
-  **DENTAL & VISION**  
Employee premium is 100% covered by WFSA & 50% of dependent premium.
-  **LONG TERM DISABILITY & LIFE INSURANCE**  
Long term disability & \$25,000 life insurance & Accidental death paid by WFSA.
-  **PAID TIME OFF & HOLIDAY PAY**  
20 days in one year and 11 Holidays.
-  **DEPENDENT CARE PLAN**  
Pay dependent care expenses with pre-tax dollars & WFSA contribution
-  **401K PLAN**  
Eligible on day one and can enroll at any time. 5% employer match.
-  **DEIA DEVELOPMENT**  
Ongoing training provided in diversity, equity, inclusion, & accessibility.
-  **PAY BASED ON SELF-SUFFICIENCY STANDARD**  
Positions starting at \$52,000 annually.
-  **PAID PARENTAL LEAVE**  
Up to 12 weeks.
-  **PROFESSIONAL DEVELOPMENT**  
Annual allowance for each staff member.
-  **REMOTE OFFICE ALLOWANCE**  
Cell phone stipend \$60/month, Internet stipend \$60/month. \$250 allowance to improve work space for new hires.
-  **4-DAY WORK SCHEDULE**  
4-day work week schedule, Monday - Thursday.

## EMPLOYEE DEMOGRAPHICS

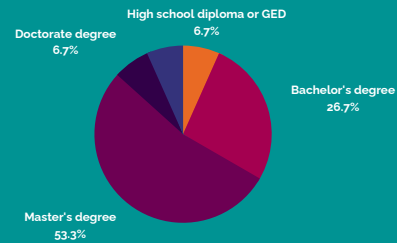


**18 out of 19**  
Employees identify as female

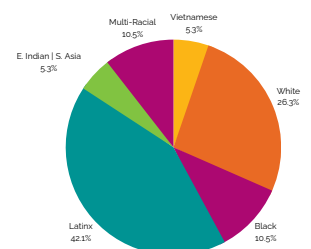
### Disability Status



### Education



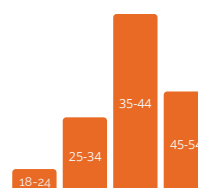
### Team Diversity



**64%**  
Of our staff are married or have a domestic partner

**80%**  
Of WFSA Staff Reside in Pima County

### Staff by Age



### Religion



### Sexual Orientation





# JOIN THE TEAM

At WFSA, we have a bold ambition: Live & breathe the equity work that makes WFSA the place everyone wants to be. We're dedicated to fostering a workplace culture that embodies equity, diversity, and inclusion. We're excited to welcome talented job seekers from all backgrounds, including those who may not meet every requirement listed in the job posting. We understand that individuals from marginalized communities, such as women, LGBTQ+ individuals, people of color, and people with disabilities, may hesitate to apply if they don't fulfill every qualification. That's why we encourage you to submit an application if you're passionate about the role, regardless of your experience level. Our commitment to inclusion means we value diversity in perspectives, experiences, and backgrounds. We believe you could be an ideal candidate for this position or future opportunities, even if you don't meet every requirement. So, if you're interested in joining our team, we welcome your application!

At WFSA, we respect our employees' privacy and personal autonomy. Our priority is to provide a safe and healthy work environment for everyone. Therefore, for in-person meetings and events, we require all employees to be fully vaccinated or comply with COVID-19 safety protocols established by the venue hosting the event. These protocols may include presenting proof of a negative COVID-19 test taken within 24 hours before the event.

WFSA recognizes the importance of responding to job applicants promptly and respectfully. As an organization dedicated to promoting gender equity and women's empowerment, we understand the significance of treating all candidates fairly and transparently. We are committed to not ghosting applicants and ensuring that each candidate receives a response, regardless of the outcome of the hiring process. We also prioritize pay transparency, providing potential candidates with clear and accurate information about salary and benefits. WFSA demonstrates our commitment to creating a positive and inclusive workplace culture that values all applicants and employees by upholding these values and practices.



# THE APPLICATION PACKET

We invite qualified candidates to submit an application packet as soon as possible and will keep considering candidates until we fill the position. To be considered, please send us an email at [search@womensgiving.org](mailto:search@womensgiving.org) with a complete application packet.

The application packet must include:

1. A letter expressing your interest in the job and/or additional information you want us to know
2. Your resume outlining your professional experience & qualifications
3. A list of three references with contact information

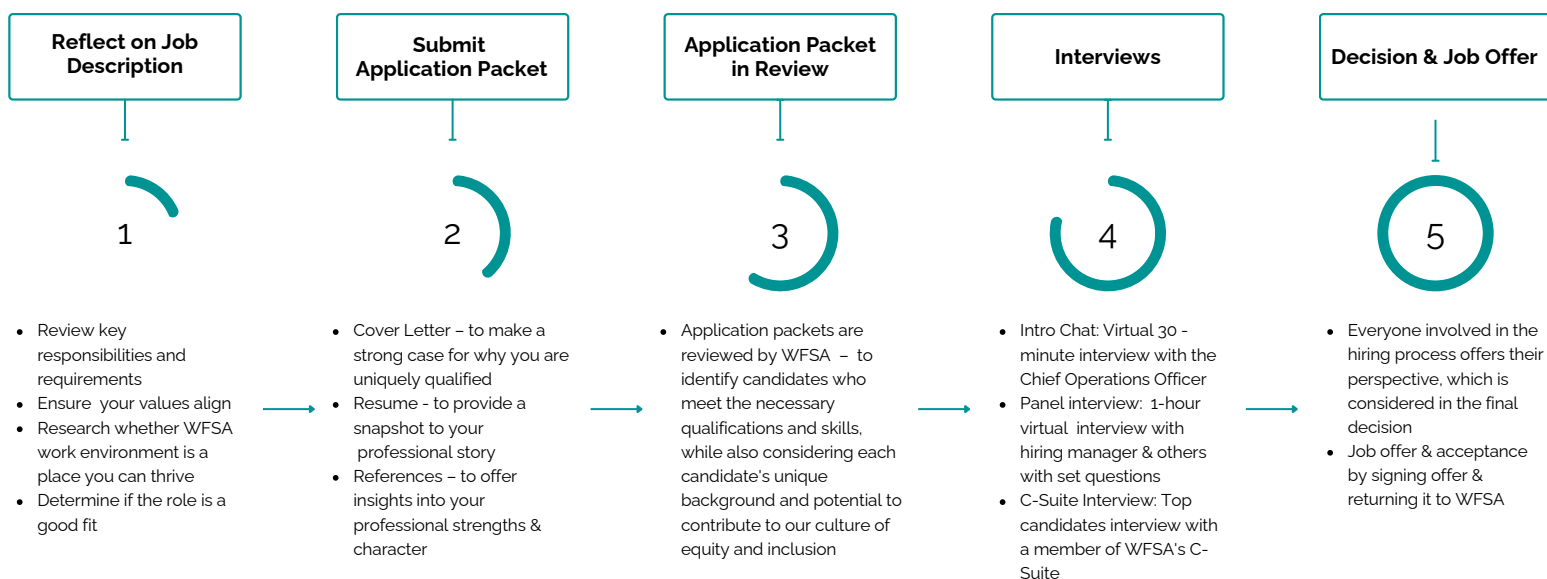
Please ensure your application packet is complete; we will not consider incomplete application packets. However, we welcome alternative formats for the application package if that helps you to showcase your skills and abilities better. If reasonable accommodation is needed to participate in the application or interview process, please get in touch with us at: [search@womensgiving.org](mailto:search@womensgiving.org).



# THE HIRING PROCESS

At the Women's Foundation for the State of Arizona, we understand that applying for a job can be overwhelming and stressful. That's why we're dedicated to creating a welcoming and supportive environment that ensures all candidates, regardless of their experience level, have equal access to information and resources. We aim to make the hiring process as seamless and accessible as possible, without causing undue anxiety or stress to candidates. We're committed to transparency in our hiring process, providing clear information about the process before you apply, so you can make an informed decision about joining WFSA.

Our hiring process is essential to our culture, reflecting our commitment to diversity, equity, and inclusivity. We believe that a fair and unbiased hiring process is critical to building a representative workplace that values multiple perspectives and experiences. As part of this commitment, we welcome and encourage candidates from diverse backgrounds to apply, and we strive to eliminate any potential barriers to entry throughout the hiring process. We value all candidates.



Although there may be some variations in our hiring process for different positions or departments, the fundamental principles remain the same, whether you are seeking a position in operations or development, an internship or a leadership role.



# HEAR FROM OUR TEAM



FELICIA HANSEN

Donor Engagement Associate

"WFSA is a pure example of what a healthy work environment should be. Not only am I encouraged to be the best woman I can be but to be the best mom and wife. WFSA prioritizes the needs and demands that are placed on women in the workforce. Leadership is incredibly important in an organization. I believe that WFSA has the best leadership who leads by example and continues to motivate all employees to grow and learn through many professional development opportunities, which is a rarity in the nonprofit sector. I am humbled and honored to be a part of WFSA."



MICHAEL ABRAMSON

Advocacy Coordinator

"WFSA has allowed me to join a unique work environment where we are heavily focused on short-term support for women and girls while we simultaneously pursue long-term solutions to address these issues. While we work with state departments on a plethora of issues, we also ensure that we are connected to grassroots organizations and direct services workers to ensure their work is aided. It is rare to be in a space that lets you dabble and experience both forms of work at the same time."



GAURI GLADISH

Director of Research & Advocacy

"At WFSA I can be my authentic self, and I know I'm valued for my skills, experiences, expertise, and recommendations to move our work forward. I know I have a balanced professional and personal life at WFSA, which is encouraged by leadership. This allows me to show up 100% during work time and have personal time to spend with family, friends, and on myself."



SEE YOU SOON.

WFSA Hiring Guide FY24



WE RESEARCH

WE INNOVATE

WE ADVOCATE

WE INVEST