



## WFSA Hiring Guide (large font version): You Belong Here

### 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.

## **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. Check out our *Employee Benefits* sheet at the end of this guide.

## 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@womengiving.org](mailto:search@womengiving.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@womengiving.org](mailto:search@womengiving.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.

1. Reflect on Job description
2. Submit application packet
  - a. Cover Letter – to introduce yourself, express interest, and showcase relevant skills and experience
  - b. Resume - to understand your whole professional story
  - c. References – to strengthen your candidacy
3. Application packets are reviewed by WFSA Operations – to identify candidates that meet qualifications, skills & competencies

#### 4. Interviews

- a. Intro Chat: 1:1 30-minute interview virtually with Chief Operations Officer
- b. Team Interview: 1 hour panel interview virtually with structured questions including the supervisor and WFSA staff you may work most closely with
- c. CEO Interview: final interview with CEO with top choice(s)

#### 5. Decision & Job Offer – Everyone who participated in the hiring process offers their perspective and each perspective is taken into consideration to make the final decision.

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.



### MEDICAL COVERAGE



Employee premium covered by WFSA & 50% of dependent premiums

### DENTAL & VISION COVERAGE



Employee premium covered by WFSA & 50% of dependent premiums

### LONG TERM DISABILITY & LIFE INSURANCE



WFSA paid LTD & \$25,000 Life insurance

### PAID TIME OFF & HOLIDAY PAY



20 days in year 1  
11 Holidays

### DEPENDENT CARE FSA



up to \$5000/annual  
childcare contribution

### 401K PLAN



Eligible on day 1  
5% employer match  
enroll any time

### PRIORITIZE DEIA



Ongoing diversity, equity,  
inclusion & accessibility  
training

### PAY BASED ON SELF-SUFFICIENCY STANDARD



Positions starting at  
\$52,000 annually

### PAID PARENTAL LEAVE



Up to 12 weeks

### PROFESSIONAL DEVELOPMENT



Annual allowance  
equivalent to 5% of  
employee salary

### REMOTE OFFICE ALLOWANCE



\$250 allowance to  
improve work space for  
new hires

### 4 DAY WORK SCHEDULE



Flex 40 work schedule