

THE FOUNDATION

Established in 1967, The Miami Foundation provides civic leadership, bringing stakeholders together to tackle issues of concern in the community. The Miami Foundation has helped hundreds of people create personal, permanent and powerful legacies by establishing custom, charitable funds. With Foundation expertise, Fundholders have fostered the arts, awarded scholarships, championed diversity, taught kids to read, provided food and shelter for the hungry and homeless, and more. More than \$250 million in grants and scholarships have been awarded in the Foundation's 50-year history. Today, the Foundation is steward to more than \$300 million in charitable assets.

Working together, the Foundation, its Fundholders and community partners leverage collective knowledge, creativity and resources for a greater impact than any one of them could make alone. By connecting philanthropy with community needs and opportunities, the Foundation makes Miami a greater place to live, work and play.

For more information on The Miami Foundation, please visit <http://www.miamifoundation.org>.

POSITION DESCRIPTION

The Development Officer is responsible for developing, cultivating and expanding relationships with the Foundation's donors (Fundholders). The Development Officer primarily manages existing Fundholder relationships, providing exceptional service and ensuring their long-term collaboration with the Foundation, and secondarily develops relationships with new potential Fundholders.

Reports to the Vice President for Strategy and Engagement.

DUTIES & RESPONSIBILITIES

- Actively cultivate relationships with an assigned portfolio of Fundholders to inspire and engage their philanthropic interests and goals. Fundholders may include individuals, families, corporations, non-profit organizations and distribution committees/boards (such as supporting organizations, committee-advised and scholarship funds).
- Oversee the management of Foundation-related day-to-day needs for Fundholders, leveraging the expertise of colleagues when needed.
- Create cultivation strategies focused on growing relationships with existing Fundholders.
- Achieve strong proficiency in Blackbaud software for development functions, including but not limited to queries, reports, global changes, upload/download capabilities, Fund balances, etc.
- Manage the Legacy and Ruth and Richard Shack Societies, recognition groups for those who have included the Foundation in their estate plans and those who have contributed \$1 million and above to the Foundation.
- Assist with the development of and execution of donor recognition events and/or education sessions consistent with the Foundation's overall donor relations strategies.
- Collaborate with appropriate Foundation staff on donor-related communications (i.e., newsletters, annual report, event marketing, special mailings, surveys, etc.).
- Educate Fundholders about Foundation initiatives, community funding opportunities and partnership opportunities.
- Write and edit proposals, Fund agreements, grant reports and other correspondences.
- Research, identify, cultivate and solicit potential Fundholders for the Foundation and/or sponsors of Foundation initiatives.
- Make development pitches and presentations as needed.
- Coordinate with other departments to ensure the delivery of quality services to portfolio of Fundholders.

POSITION REQUIREMENTS

Experience, Abilities & Skills

- Minimum of a Bachelor's Degree, 5 years of experience in nonprofit fundraising, private wealth management and/or related relationship management field.
- Knowledge of fund development, planned giving, and philanthropy, and the ability to knowledgably assist Fundholders in formulating plans, goals and/or strategies for their philanthropic giving.
- Portfolio of individual and corporate contacts who can assist with the Foundation's growth a plus.
- Excellent customer service commitment, interpersonal skills in working with colleagues and external constituents.
- Excellent written and oral communications abilities.
- Organized and detail-oriented, with the ability to excel in a fast-paced environment.
- Ability to manage multiple tasks, define and set priorities and problem-solve.
- Proactive, takes initiative, self-motivated.
- Aligned with Foundation values and commitment to fostering a positive office culture.
- Ability to work independently and collaborate and coordinate with others.
- Bilingual a plus.
- Availability to work outside of traditional business hours, to travel locally and occasionally regionally and nationally.
- Excellent skills and experience with Microsoft Word, Excel and Outlook, working with databases and internet research.
- Experience with Blackbaud software a plus; ability to quickly learn and become proficient with this software required.

This list of essential responsibilities and requirements is not intended to be exhaustive. The Miami Foundation reserves the right to revise this job description as needed to comply with actual job requirements.

SPECIFICS

- Status: Full-Time, Exempt
- Salary: Compensation commensurate with experience and qualifications.
- Please submit resume to Debbie LaRocca at dlarocca@miamifoundation.org.