

## 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, fund holders 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 has been awarded in the Foundation's 45-year history. Today, the foundation is steward to nearly \$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 Director of Public Affairs is responsible for developing and implementing the Foundation's Civic Leadership Agenda (CLA) and managing select projects to drive community impact through policy change. He/she will also provide vital community insight, identify and pursue strategic opportunities and cultivate relationships and partnerships the Foundation needs to advance its vision and policy goals. Activities will focus on work related to policy/public affairs, convening and grantmaking.

Reports to: Vice President for Strategy and Engagement. Serves on Foundation Leadership Team.

## DUTIES & RESPONSIBILITIES *(Strategy development & implementation; Builds partnerships & relationships; Drives policy change)*

- Leads the ongoing development and implementation of Civic Leadership Agenda priority areas in close collaboration with the Board and Foundation senior leadership team
- Develops policy change, public affairs and grantmaking strategies to address priority areas
- Advocates for policy change aligned with the Civic Leadership Agenda at the local, state and federal government level.
- Leads the creation of the biennial Our Miami Report, a community snapshot of key quality of life issues shaping Greater Miami's vitality by examining the data, trends and stories behind them
- Conducts research and engages staff, issue area experts and community stakeholders as needed to shape strategy
- Develops and implements plans, processes and results metrics to achieve goals for community impact and results
- Represents the Foundation at public events through attendance and public speaking.
- Builds philanthropic and community partnerships that can secure resources and achieve impact greater than the Foundation could achieve on its own, including writing proposals, as needed
- Build and maintains strong knowledge and broad relationships within the local community, the philanthropic field and fields related to issues of priority for the Foundation.
- Develops and implements activities to convene grantees, nonprofits and community stakeholders around issues of significance to the Foundation
- Represents the Foundation's work locally and, as appropriate, at the regional and national level
- Supports the goals and work of other departments: i.e. asset growth and Fundholder engagement; communications strategies that increase visibility of the Foundation and its impact
- Assists other program staff and departments as needed and other duties as assigned.

**POSITION REQUIREMENTS***Director of Public Affairs***Experience, Abilities & Skills**

- Minimum of a Bachelor's Degree and seven years of progressively responsible professional experience in government, government relations or public policy.
- Strong abilities to create, implement and manage programs or projects independently and in collaboration with others.
- Effective process facilitator and ability to engage and effectively communicate with a wide range of stakeholders.
- Strong research and analytical skills and experience in managing program evaluation.
- Strong knowledge and understanding of community issues and needs in Greater Miami and demonstrated involvement in addressing them; brings a diverse range of established community relationships.
- 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.
- Excellent customer service commitment, interpersonal skills in working with colleagues and external constituents.
- Excellent skills in organization, meeting deadlines, responding to time-sensitive matters, attention to detail, time management, managing multiple tasks, setting priorities and solving problems.
- Excellent writing skills and general communications abilities both written and verbal are required, as is demonstrated experience in preparing, writing and presenting reports on work projects.
- Demonstrated experience in public speaking to small and large groups.
- Availability to work outside of traditional business hours and some travel may be required.
- Excellent skills and experience with Microsoft Word, Excel and Outlook, working with databases, internet research; knowledge of Blackbaud's Raiser's Edge a plus.

This list of essential functions 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](mailto:dlarocca@miamifoundation.org).