

## THE FOUNDATION

Established in 1967, The Miami Foundation uses civic leadership, community development and philanthropy to advance a better quality of life for everyone who calls Miami home. We've partnered with individuals, families and corporations who have created more than 1,000 personalized, philanthropic Funds. Thanks to them, we've awarded over \$300 million in grants and currently manage more than \$360 million in assets to build a greater Miami.

## POSITION DESCRIPTION

The Development Assistant is an integral member of The Miami Foundation's Development team. The Development Assistant serves as the backbone of the operation by overseeing all administrative processes in place to manage the Foundation's fundholder relationships. Additionally, the Development Assistant conducts research, coordinates development events and programs and assists the Vice President for Strategy and Engagement with scheduling. He or she must be extremely detail-oriented and work to ensure delivery of impeccable donor services.

Reports to the Senior Director of Development. Significant interaction with the Vice President for Strategy and Engagement.

## DUTIES & RESPONSIBILITIES

- Regularly manage updates to constituent database and constant contact mailing lists to ensure all contacts are properly moved through development process and coded appropriately.
- Manage process of opening and closing new donor funds. Send welcome letter to new fundholders and assist with their initial online registration.
- Research potential prospects and add information to constituent database, e.g. meeting notes
- Manage gift acknowledgement process and produce donor letters on a weekly basis.
- Work closely with the Finance department on incoming gift processes.
- Assist with questions regarding online Fund accounts and draft grant recommendations for fundholders when needed
- Assist with special events planning, preparation and execution and processing of online RSVPs.
- Troubleshoot issues related to the Foundation's online Donor Portal, e.g. reset logins and passwords.
- Compile and create folders and marketing materials for Development prospect meetings.
- Coordinate, attend and draft minutes and other documents for Development Committee meetings.
- Achieve proficiency in Blackbaud and Fusion Labs software for development functions.
- Assist the Development department with the following duties: scheduling meetings, calendar and contacts maintenance, meeting preparation and follow-up, among additional responsibilities.
- Write, proofread, edit and send correspondence, including but not limited to: Fund agreements, addendums, donor letters and gift proposals.
- Monitor local media outlets (Miami Herald, South Florida Business Journal, Daily Business Review, Miami New Times etc.) for news and information on philanthropic trends, Foundation fundholders and prospects.
- Process check requests for department expenses.
- Meet and greet visitors for department meetings.
- Provide backup coverage for Receptionist.
- Other duties as assigned.

## POSITION REQUIREMENTS

### Experience, Abilities & Skills

- BA preferred with minimum of 1-3 years of experience in an area related to office administrative support, development, project management or event coordination. Prior nonprofit work experience a plus.
- Exceptional skills in the areas of organization, attention to detail, time management, ability to manage multiple tasks, define and set priorities and problem solve.
- Excellent customer service abilities.
- Excellent reading, writing and grammar skills. Both written and verbal.
- Excellent skills and experience with Microsoft Word, Excel and Outlook, working with databases and internet research; knowledge of Blackbaud Suite: Raiser's Edge, Financial Edge and NetCommunity a plus.
- Demonstrated team player with a strong collaboration abilities.
- Ability to take initiative with projects to work both independently.
- Knowledge of telephone and electronic mail protocol.
- Flexibility in schedule 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.

<b>SPECIFICS</b>
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- Status: Full-Time, Exempt
- Salary: Compensation commensurate with experience and qualifications.
- Please submit resumes to Debbie LaRocca at [dlarocca@miamifoundation.org](mailto:dlarocca@miamifoundation.org).