

## **THE FOUNDATION**

The Miami Foundation partners with donors to champion their causes and improve local quality of life. Since 1967, we've done this by taking leadership on civic issues, investing in our community and nurturing philanthropy. Thanks to our more than 1,000 donors, we currently manage over \$360 million in assets and have made almost \$300 million in grants that create opportunities for residents, make Miami-Dade County more resilient and foster home-grown creativity.

## **POSITION DESCRIPTION**

The Programs and Grants Administration Department is responsible for the Foundation's grantmaking programs, fiscal agency and fiscal sponsorship funds, leadership development programs, and engagement and support of the nonprofit sector. The Programs and Grants Administration Associate will play a key role in the grantmaking process, administration of grantee compliance, and managing nonprofits' participation in the Foundation's annual Give Miami Day event. This Associate will also become a key resource with broad knowledge about local nonprofits, programs and projects The Foundation supports and the important community issues they address in Greater Miami.

## **DUTIES & RESPONSIBILITIES**

- Serves as the Department's lead staff member managing the year-round process of nonprofit engagement in Give Miami Day; organizing and managing the 700+ nonprofits who create online profiles throughout the year and raise \$11+ million on the community-wide charitable giving day each November
- Develops extensive knowledge of and relationships with nonprofits in Greater Miami – including the Foundation's grantees and fiscally sponsored projects, and the broader nonprofit community
- Conducts frequent meetings with organizations to learn about their programs and projects; provides them guidance on how they may fit within programs and priorities
- Helps administer processes for grants/special initiative programs including building and updating online proposal applications, proposal review, award recommendations, review of grantee reports.
- Communicates with applicants regarding questions about Foundation's funding opportunities and processes, and provides guidance on developing proposals that align with the Foundation's priorities
- Develops grant recommendations working with staff, external review committees and Department leadership staff; prepares recommendation materials for the Board Programs Committee and Board of Trustees
- Coordinates administrative systems and processes for grantee compliance to ensure submission of required agreements and reporting, and conducts follow-up as needed
- Conducts public presentations about the Department's work
- Conducts research on community issues and organizations to inform grantmaking and public policy work
- Works with the Development Department to create recommendations for our Fundholders and donor prospects about effective nonprofits working on issues of interest
- Works with Communications Department to create content for Foundation publications, newsletters, and website
- Assists other program staff and other Foundation department staff as needed and other duties as assigned

## **POSITION REQUIREMENTS**

### **Experience, Abilities & Skills**

- Minimum of a Bachelor's Degree or equivalent work experience, and 3-5 years of work experience in a role that involves improving quality of life in Greater Miami; experience in the nonprofit sector or grantmaking is a plus
- Knowledge of issues that impact urban communities and involvement in addressing them; and strong desire to develop a greater understanding of issues and needs in Greater Miami and build broad community relationships
- Experience in project management and coordination, working independently and collaborating with others
- Experience in engaging and facilitating groups of people through a decision-making process
- Analytical skills and experience that can be transferred to a role of evaluating the viability of projects, programs and the effectiveness of organizations
- Excellent skills in organization, meeting deadlines, responding to time-sensitive matters, attention to detail, time management, managing multiple tasks, setting priorities and solving problems
- Aligned with Foundation values of Integrity, Leadership, Commitment, Passion and Relationships, and commitment to fostering a positive office culture
- Self-motivated, proactive, resourceful and takes initiative to find ways to improve processes
- Excellent customer service commitment and interpersonal skills in working with colleagues and external constituents
- 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
- Experience in public speaking to small and large groups is a plus
- Availability to work outside of traditional business hours and travel locally across Greater Miami
- Excellent skills and experience with Microsoft Word, Excel and Outlook, working with databases, internet research; knowledge of Blackbaud's Raiser's Edge and related products a plus

This list of essential responsibilities 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

## **RESUME & COVER LETTER SUBMISSION DEADLINE: Friday, March 1, 2019**

Candidates should submit a resume and a cover letter as a single PDF to [cgrant@miamifoundation.org](mailto:cgrant@miamifoundation.org)

**The cover letter** of 1-1½ pages must address the following based on your experience in the last 2-5 years:

1. Handling a project or process that demonstrates your ability to execute effectively and efficiently, be resourceful and problem solve – vs. simply following directions someone else provided for you.
2. Handling a project or process that required you to coordinate the involvement of others, prepare materials they need and organize their input for final decisions to be made.
3. Providing high-quality customer service to high-level clients/customers.
4. Using data management systems to capture, analyze and present information.