

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 close to \$350 million in assets and have made \$350 million in grants that create opportunities for residents, make Miami-Dade County more resilient and foster home-grown creativity.

The Position

The Communications and Engagement Assistant is a project manager within the Communications and Engagement Department to coordinate the Foundation's outreach activities. This professional will support a variety of communications functions, website management, event planning and general communications tasks. They will have an integral role in executing the Foundation's communications and community engagement strategy through a variety of methods, including public relations, advertising and digital marketing.

The position reports to the Senior Director of Communications and Engagement.

Responsibilities

Website management

- Manage the Foundation's websites, including creating new pages/sections and uploading blog posts and documents.
- Work with the Foundation's web development agency to update and manage the Foundation's web platforms.
- Assist with content development for MiamiFoundation.org.

Event Planning

- Lead the planning, execution and logistics for all Foundation events involving external audiences, including development and production of invitations, guest lists, speakers/presentations, signage, vendor contracts, on-site support, catering, walk-throughs and any other needs.

Foundation Communications Support

- Manage administrative needs for the Communications Department, including submitting invoices, coordinating the department's weekly production schedule and the senior director's calendar.
- Work on inter-department projects and manage Communications and Engagement-related tasks as needed, including Give Miami Day and My Miami Story conversations.
- Serve as traffic manager between the Communications and Engagement team and the Foundation's external communications agency of record, including coordinating graphic design projects, media relations needs, scheduling and other tasks.
- Stay up to date on philanthropy and community issues, as well as marketing and communications industry developments.
- Provide outstanding customer service to internal and external audiences.
- Serve as liaison between departments and the Foundation's agency of record to ensure proper flow of information and communication.

Position Requirements

- Undergraduate degree, preferably in communications, public relations, marketing, journalism or a related field
- At least 1-2 years of internships or work in communications, community engagement, marketing-related functions and/or the nonprofit sector
- Strong organizational, project management and event planning skills
- **Ability to complete simple graphic design and/or video production and editing tasks a plus**
- Good writing, editing and proofreading skills
- Working knowledge of AP Style writing guidelines and journalistic and/or PR/promotional copywriting
- Active knowledge of effective social networking content and strategies
- Ability to research topics, gather information from multiple sources and synthesize into cohesive written pieces
- Working knowledge of WordPress and/or website content management system tools
- Good computer skills including Microsoft Office programs
- **Ability to multitask in a fast-paced, deadline-driven environment**
- Ability to maintain effective working relationships with co-workers and conduct oneself with professionalism
- Capable of working independently, with ability to take initiative, as well as be part of a team
- **Ability to organize, prioritize and coordinate multiple projects simultaneously**
- Ability to work as a team player with diverse groups of people
- Sense of humor, creativity and an appreciation of the role of philanthropy in building our community.
- Highly motivated, action-oriented self-starter with strong organizational skills, especially planning and coordination.
- High level of integrity, professional maturity and sound judgment.

Specifics

Start Date: Position is currently open, but start date is flexible depending on availability

Status: Full-Time Employee, Non-Exempt

Salary: Commensurate with experience

Please submit resume, cover letter and (if desired) any writing samples to Matthew Beatty, senior director of communications and engagement: MBeatty@MiamiFoundation.org.