

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 Resilience Project Manager works closely with the Director of Public Affairs on a variety of efforts to advance The Miami Foundation's Civic Leadership Agenda. This person will lead implementation of the Building Prosperity initiative and assist with public policy issues related to resilience, transportation and public spaces. This is a three-year grant-funded full time position with an anticipated grant end date in May 2022.

This position will report to the Director of Public Affairs.

Responsibilities

- Planning the strategic objectives, milestones and outcomes that constitute success for the Building Prosperity Initiative;
- Continuous maintenance of the complete project plan, that includes all aspects of implementation including convenings, reports, and all necessary pre-requisites and pre-cursors to any essential activity;
- Provide design, strategy and facilitation services to support strong collaborative relationships and engage cross-sector multi-stakeholder partnerships;
- Serve as primary point of contact for the Initiative and all partners involved; coordinating and optimizing interactions among initiative sponsors, advisors, contractors, grantees and other stakeholders.
- Providing by regular updates to the project plan and demonstrating that the Initiative is on track to meet all implementation objectives;
- Coordinate and support as need of the Foundation's Civic Leadership Agenda and resilience portfolio.

Position Requirements

- Experience managing collaboratives/partner engagements including strong interpersonal skills and an ability to build rapport with partners and stakeholders;
- Outstanding listening, negotiation and presentation skills;
- Demonstrated ability to prioritize amongst multiple commitments, problem solve and to drive multiple high profile and complex projects simultaneously in a challenging and fluid environment;
- Excellent written and oral communication skills;
- B.A./B.S. or higher degree, or equivalent experience;
- 5+ years of relevant and applicable work experience in nonprofit management, client-focused consulting, workforce development, business administration or philanthropy;
- Strong work ethic and commitment to addressing local civic issues including income equity, social justice and supporting non profit organizations and community programs;
- Excellent skills and experience with Microsoft Word, Excel and Outlook;
- Capable of working independently, with ability to take initiative, as well as being part of a team.

This list of essential responsibilities and requirements is not intended to be exhaustive.

Please submit resume to Debbie LaRocca at dlarocca@miamifoundation.org.