

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

## **POSITION DESCRIPTION**

The Senior Assistant is part of the Programs and Grants Administration Department team, which is responsible for the Foundation's grantmaking activities, fiscal agency and fiscal sponsorship funds, engagement and support of the nonprofit sector, and civic leadership development programs. Among the Department's responsibilities is to oversee hundreds of funds for which there are specific project budgets and restrictions of the use of the funds. The Senior Assistant plays a central role in reviewing payment requests for project expenses, processing payments, updating budgets and financial reports as payments are made, acknowledging gifts received for funds, and providing broad administrative support for Department's activities.

## **DUTIES AND RESPONSIBILITIES**

- Manage the weekly process of fiscal sponsorship fund payments: compiling and verifying expense documentation submitted relative to project budgets, preparing payment request for submission to Finance Department and managing payment-related mailings.
- Manage the weekly process for donor advised fund grant payments: ensure they meet requirements for charitable purpose and distribution to a qualified 501c3 nonprofit; submit payment requests to the Finance Department and manage payment-related mailings.
- Ensure the Foundation's database for managing fund constituent records is kept up to date.
- Guarantee quality control and ensure the accuracy of department related data.
- Maintain effective relationships and handle all inquiries with Foundation fundholders and grantees, working in close coordination with the Foundation's Development Department staff.
- Serve as a liaison to the Finance team to ensure that gifts and payment are recorded and processed properly.
- Assist in reviewing applications submitted for select grantmaking programs.
- Maintain well-organized digital filing systems.
- Provide backup coverage for the Foundation's receptionist.
- Assist other departments as needed and other duties as assigned.

## **POSITION REQUIREMENTS**

- Minimum of an Associate Degree and minimum of 2 years work experience in an area related to office administrative support and customer service. Commensurate experience will be considered in lieu of a formal degree.
- Exceptional commitment to delivering the highest-quality customer service and ability to work with diverse stakeholders
- Experience in a role that demands exceptional attention to detail and accuracy on deadline
- Experience in a small to mid-size operation that required being resourceful and proactive is a plus

**Job Description**

- Excellent abilities to organize and prioritize multiple tasks, problem solve, anticipate what's needed next and manage time to deliver the highest quality work on time
- Excellent writing and grammar skills and general communications abilities written and verbal
  
- Strong ability to think ahead, take initiative, work both independently and collaborate with others
- Bi-lingual is a plus
- Ability to analyze financial data and prepare financial reports and budgets.
- Must have excellent skills and experience with Microsoft Word, Excel and Outlook, email protocol, working with databases and internet research. Knowledge of Blackbaud's Raiser's Edge is a plus

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.

**SPECIFICS**

- Status: Full-Time, Non-Exempt
- Salary: Compensation commensurate with experience and qualifications

Please submit resume to Debbie LaRocca, Director of Human Resources and Administration, at [dlarocca@miamifoundation.org](mailto:dlarocca@miamifoundation.org).