THE FOUNDATION

The Miami Foundation builds the philanthropic, civic, and leadership backbone for Greater Miami. Since 1967, the Foundation has invested $485 million to strengthen our community with partnerships and contributions from more than 1000 fundholders and 35,000 donors. The Miami Foundation, which currently manages over $350 million in assets, mobilizes donors, nonprofits, leaders, and locals to set a bold vision for our community's future and to invest in a stronger, more equitable, more resilient Greater Miami.

POSITION DESCRIPTION

This Assistant to the President and CEO is responsible for efficiently providing administrative support to the President and CEO. This individual serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Executive team. The assistant will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

Reports to: President and CEO
Works closely with: Vice President and COO

DUTIES AND RESPONSIBILITIES

Executive Support
- Completes a broad variety of administrative tasks for the President and CEO including: managing an extremely active calendar of appointments; accepting calls and providing clear information for follow up; managing contacts; completing expense reports; composing and preparing correspondence that is sometimes confidential; arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings.

- Plans, coordinates and ensures the President and CEO's schedule is followed and respected. Provides "gatekeeper" and "gateway" role, creating win-win situations for direct access to the President and CEO's time and office.

- Researches, prioritizes and follows up on incoming issues and concerns addressed to the President and CEO, including those of a sensitive or confidential nature. Works with the Vice President and COO to determine appropriate course of action, referral or response.

- Works closely and effectively with the President and CEO to keep them well informed of upcoming commitments and responsibilities, following up appropriately.

- Successfully completes critical aspects of deliverables with a hands-on approach, including drafting letters, personal correspondence, and other tasks that facilitate the President and CEO's ability to effectively lead the foundation.

- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.

- Performs general clerical duties to include but not limited to: photocopying, faxing, mailing, filing and scanning.

- Schedules internal meetings (general staff, leadership and departments) and arrange for off-site venues when required, including catering and parking arrangements for all attendees.
Assistant to the President and CEO
Job Description (2021)

- Contribute to building positive office culture and provide assistance to other support staff as needed; provide backup coverage to the front desk phone line.

Board of Trustees Support
- Adhere to compliance with applicable rules and regulations set in bylaws regarding board and board committee matters, including scheduling of all board and committee meetings and advance distribution of materials before meetings in electronic format.
- Attend all Board meetings, take minutes, and ensure all minutes are properly signed by the Secretary.
- Attend all Executive and Governance Committee meetings, take minutes, and ensure all minutes are properly signed by the respective Committee Chair.
- Assist Board of Trustees with management of their personal Donor Advised Funds, including assistance with online Fund account access and submission of periodic grant recommendations.

Leadership Team Liaison
- Participates as an adjunct member of the Leadership Team including assisting in scheduling meetings and attending meetings to ensure follow up for the President and CEO is completed as necessary.
- Assists in coordinating the agenda of Leadership Team meetings.

Strategic Initiatives
- Work with the President and CEO on special projects and initiatives as needed.

POSITION REQUIREMENTS

Essential Qualities
- **Passion for Miami**
- **Strong organizational skills** - Ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- **Strong interpersonal skills** - This individual will regularly interact with a number of different stakeholders including staff, board members, external partners and donors
- **Expert level written and verbal communication skills** - This individual will need to communicate with a variety of stakeholders on a regular basis reflecting the Foundation and the President and CEO.
- **Ability to handle confidential information with discretion** - Ability to adapt to various competing demands, and demonstrate the highest level of customer/donor service and response
- **Resourcefulness** - Highly resourceful team-player, with the ability to also be extremely effective independently and be proactive with approaches to problem-solving with strong decision-making capability
- **Forward looking thinker** - Actively seeks opportunities and proposes solutions to achieve high performance goals and meet deadlines in a fast paced environment
- **Commitment to diversity, accessibility and inclusion** - We are all about elevating voices, spreading power equitably and increasing opportunity for all.

Desired Experience
- At least five years’ experience as an assistant to high-level executive, managing partner, and/or CEO.
- Bachelor’s Degree preferred
- Excellent skills and experience with Microsoft Word, Excel and Outlook, working with databases and internet research.
Experience with Blackbaud software a plus – but the ability to learn and become proficient with this dynamic software is a must.

This list of essential functions 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**
- Position available: Immediately
- Status: Full Time, Non-Exempt
- Salary: $36,000-45,000, commensurate with experience and qualifications
- We offer a comprehensive and generous benefits package which includes medical, dental, and vision insurance, a 403(b) retirement plan, flex spending and dependent care accounts, professional development stipend, paid time off, cell phone stipend and gym reimbursement.
- Please submit resume and cover letter to hr@miamifoundation.org.

The Miami Foundation's Anti-Discrimination Policy - The Miami Foundation shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers, selection of vendors, and provision of services.

The Miami Foundation practices and champions inclusiveness in our community. We honor the diverse strengths, needs, voices, and backgrounds of all members of our community. Candidates from traditionally marginalized communities are especially encouraged to apply.