THE FOUNDATION

The Miami Foundation is a $350 million community foundation focused on building a more equitable and resilient Miami for all who call this place home. Since 1967, we’ve done this by taking a leadership stance on civic issues, investing in our community and nurturing philanthropy. In partnership with more than 1,000 donors, we invest upwards of $50 million each year to strengthen our greater community. We lead a large regional giving day to inspire all locals to become philanthropists, we mobilize leaders to unite around common priorities for community impact, we shine a light on critical issues from climate resilience to census turnout, and we work to strengthen the base of nonprofit organizations who stand at the frontlines addressing the greatest needs facing our community.

POSITION DESCRIPTION

The Digital Access Manager will be responsible for leading a $10+ million effort to bring reliable, high-speed internet service to the homes of all low-income Miami-Dade County students and their families. The initiative is currently designed to be an anticipated 4-year program and the future of this role beyond that time frame would be based on current need and available funding.

Twenty percent of Miami-Dade County households do not have at-home Internet access – that includes an estimated 60,000 students. Our most disadvantaged communities are also the least connected, and these communities are effectively left out of education pathways, economic opportunities, health services, and overall basic community connections.

The Manager will also oversee other emerging digital access and tech equity initiatives at the Foundation.

Reports to the Managing Director of Community Investments, and works in close collaboration with the Public Affairs team. Note, this position will be hired as either a Manager or a Director depending on the skills and experience of the candidate.

DUTIES AND RESPONSIBILITIES

- Collaborate with and manage nonprofits that are working directly with eligible families in the program
  - Recruit, engage and mobilize nonprofit organizations in Miami to join a coalition focused on working together to bring comprehensive, high-speed internet access and digital literacy training to families and residents throughout Miami-Dade County
  - Manage grant and contract relationships with nonprofit partners
  - Foster an increasingly trusting and collaborative environment for all organizations and community members working toward this common goal

- Design and manage the long-term sustainability of this initiative
  - The Manager will prioritize achieving long-term, sustained digital access for residents by raising the profile of digital equity across the County, convening public and private partners around digital opportunities, and building relationships with key players such as Miami-Dade County, Internet Service Providers, Local Municipalities, and Miami-Dade County Public Schools System
  - Pursue new technologies or strategies to strengthen the program. Explore and evaluate new concepts like municipal internet, community wi-fi structures, etc. that could potentially be incorporated into the program

- Leadership and oversight of all aspects of a successful Miami Connected program including partners, contracts, grants, marketing, evaluation and budget
  - Manage Miami Connected website with support from consultants
  - Develop robust marketing and outreach materials for the Program to reach eligible households as well as residents at large and potential Program supporters
  - Manage all grant and contract logistics and payments
  - Collaboratively navigate necessary government relationships including but not limited to interested state representatives/senators, county agency staff, and city elected officials
  - Collaborate and serve as a consistent liaison with Internet Service Provider partners to implement a sponsored service model, to include regular data work, logistics, and project management

Engage regularly...
with residents and participating households to understand their digital access needs and collaborate on solutions
  o Work with consultants to develop locally appropriate digital literacy curriculum to implement through program partners

  ▪ Leadership of a Program focused on bringing digital access to all in Miami
    o Cultivate, steward and engage a robust portfolio of philanthropists, foundations, corporate partners and others to raise the necessary funds to ultimately foster significant growth for digital access initiatives in the region
    o Serve as the bridge between the Miami Connected Program and the funders of the initiative, communicating often and reporting on results
    o Refine Program strategies to ensure all digital access work is equitable, effective, and set up to achieve sustainability

  ▪ Compilation of best practices and key learnings
    o Establish and manage a reporting/communications structure for all the elements of the Miami Connected initiative
    o Draft and compile impact reports, including a scalable collective impact model that could ultimately be replicated across the county

Other duties and special projects as assigned.

POSITION REQUIREMENTS

Essential Qualities

  ▪ **Entrepreneurial Spirit** - Miami Connected is in its early stages and will be best led by an individual with a thirst to create from the ground floor, with little holding them back.
  ▪ **Strong interpersonal and communication skills** - This role will involve relationships management across many constituent groups, from government partners to nonprofit leaders. The ideal candidate will have demonstrated success building and managing robust partnerships.
  ▪ **Unwavering solution orientation** - This initiative is pushing to accomplish something challenging and meaningful that will not be without difficulty. The ideal leader will be asset minded and unafraid of the real work that goes into system-level change.
  ▪ **Management experience** - There will be many moving pieces involved in this initiative, oversight of which will require exceptional project management skills, disciplined organization skills, and comfort with both small details and conceptual frameworks.
  ▪ **Nuanced understanding of local government** – This program will require significant convening and facilitation of local government stakeholders, including elected officials, their staffs, and governmental relations professionals. As The Miami Foundation manages a varied portfolio of government partnerships, the ideal candidate will bring existing context of the landscape to seamlessly navigate these relationships.
  ▪ **Willingness to do it all** - You will take full ownership for the success and direction of Miami Connected. There is no job too big or too small.
  ▪ **Love of technology** - You understand the benefits of digital access in youth development and a family’s ability to thrive in an online economy.
  ▪ **Robust commitment to diversity, equity and inclusion** - We are all about elevating voices, spreading power and increasing opportunity for all.
  ▪ **Unlimited patience and respect** – This individual will work with individuals at all levels of digital fluency – from digitally illiterate to digitally savvy – and will consistently need to lead and interact with patience and respect to help foster equity in our region’s digital ecosystem.

Desired Experience

  ▪ Degree in business, social sciences, project management or other relevant fields, preferred
  ▪ Experience in digital access, digital literacy, and/or technology
  ▪ At least 5 - 7 years of significant project management experience
  ▪ Track record of growing an initiative from the ground up and managing large-scale projects to completion with minimal oversight
  ▪ Experience collaborating with and elevating low-income or marginalized communities
  ▪ Advanced skills in the use of Microsoft Office, email, project management platforms and/or other tech tools (website design, social media, among others)
  ▪ Involvement in one or more social impact movements of any kind
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**

- Position available: Immediately
- Status: Full Time, Exempt
- Salary: $60,000-80,000, 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.