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

The Community Investment Team is responsible for ensuring that the Foundation’s grant programs, special initiatives, and grants management services are expertly managed and meet the needs of our donors, nonprofits, and community. The Programs Associate will serve in a lead role in overseeing our scholarship and hardship funds, ensuring that we continually improving how we manage and steward both offerings. Additionally, the Associate will serve as a key resource for broad knowledge about local nonprofits, Foundation grantees, and the important community issues they address in Greater Miami. The Associate will support full lifecycle grants management, assist with grantee monitoring and engage with the nonprofit community.

Reports to the Managing Director of Community Investments.

DUTIES AND RESPONSIBILITIES

- Administers the Foundation's annual scholarship and hardship programs. Consults with program donors, updates and releases applications, handles applicant questions, coordinates review and selection process, and issues payments.
- Supports the weekly grant payment process including compiling, verifying and submitting documentation to Finance Department and managing payment-related mailings.
- Assists in proposal review for grants programs, manages the Foundation online application system and prepares applications for review.
- Manages preparation and tracking of grant agreements and maintains schedule of reporting deadlines and tracking of grantee compliance.
- Assists with the year-round process of nonprofit engagement in Give Miami Day each November that includes nonprofit registration on the platform and outreach, education and support for the nonprofit community.
- Ensures the Foundation's database for managing constituent records is kept up to date.
- Maintains effective relationships with our fundholders, working in close coordination with the Foundation’s Development Department staff.
- Handles general inquiries from nonprofits, grantees, the general public and directs them to appropriate staff.
- Coordinates logistics for the department's in-office meetings and community events including scheduling, venue arrangements, set-up, equipment needs, refreshments, materials, invitation, and RSVP process.
- Maintains well-organized digital filing systems.
- Assists other team members or Foundation departments as needed and other duties as assigned.

POSITION REQUIREMENTS

Essential Qualities

- **Love for Miami** – The Miami Foundation team works hard every day to build a better, stronger Miami. We look to find team members that have a strong desire to develop a deep understanding of Greater Miami and build community knowledge.
- **Strong interpersonal and communication skills** - Exceptional commitment to delivering the highest-quality customer service and ability to work with diverse stakeholders.
- **Unwavering solution orientation** – This role demands exceptional attention to detail and accuracy, adherence to deadlines, and being proactive in identifying solutions. We need someone with a strong ability to think ahead, take initiative, work both independently and collaborate with other.
- **Willingness to do it all** - 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
- **Robust commitment to diversity, equity and inclusion** - We are all about elevating voices, spreading power and increasing opportunity for all.

**Desired Experience**

- Minimum of an Associate Degree or equivalent work or life experiences
- 2 - 5 years of work experience in a professional office setting
- Excellent skills and experience with Microsoft Word, Excel and Outlook, email protocol, and internet research
- Experience working in the nonprofit sector in Greater Miami is a plus
- Multilingual is a plus
- Experience in working with constituent management databases, specifically the Blackbaud suite of products, 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**

- **Title:** Programs Associate
- **Position available:** Immediately
- **Status:** Full Time, Exempt
- **Salary:** $42K - $55K, 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.