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 Public Affairs Assistant provides strategic operational support to the Department of Public Affairs to advance The Miami Foundation's civic leadership and public partnerships. This position will support a variety of public affairs functions including but not limited to grant support, operations management, and general public affairs tasks. The position will report to the Director of Public Affairs and is subject to annual funding.

DUTIES AND RESPONSIBILITIES

- Further and maintains the operations infrastructure of the Public Affairs department including but not limited to maintaining well-organized digital filing systems, creation of internal document templates, communications tracking processes, etc.
- Leads the departments invoices & payment process including compiling, verifying, and submitting documentation to Finance Department
- 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
- Prepares documentation for board/committee meetings
- Provides outstanding customer service to internal and external audiences
- Handles general inquiries from nonprofits, grantees, the general public and directs them to appropriate team members
- Assists other team members within Public Affairs department as needed and other duties as assigned

POSITION REQUIREMENTS

- Strong work ethic and commitment to addressing local civic issues including income equity, social justice and supporting nonprofit organizations and community programs
- Excellent skills in organization, meeting deadlines, responding to time-sensitive matters, attention to detail, time management, managing multiple tasks, setting priorities and solving problems.
- Minimum of B.A./B.S. and 1-3 years of work experience
- Ability to handle confidential information with discretion
- Capable of working independently, with ability to take initiative, as well as being part of a team;
- Proactive, takes initiative, self-motivated
- Excellent customer service commitment, interpersonal skills in working with colleagues and external constituents
- Excellent writing skills and general communication abilities both written and verbal are required
- Experience with Microsoft Word, Excel and Outlook, working with databases, internet research
- Ability to remain flexible and maintain a sense of humor

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: Public Affairs Assistant
- Position available: Immediately
- Status: Full Time, Non-exempt
- Salary: $36K - $46K, 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.