

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 plays a key role in managing grantmaking, grantee monitoring, engaging with the nonprofit community, and managing nonprofits' participation in the Foundation's annual Give Miami Day event. This 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.

Reports to the Managing Director of Community Investments.

DUTIES AND RESPONSIBILITIES

- Develops extensive knowledge of nonprofits in Greater Miami; conducts frequent meetings with organizations to learn about they are serving our community.
- Serves as the Department's lead staff member on the year-round process of nonprofit engagement in Give Miami Day each November; coordinates nonprofit registration (800+) on the platform and outreach, education and support for the nonprofit community.
- Manages and supports various grants programs at the Foundation, working with the Programs team and the community to shape guidelines and applications, release and promote funding opportunities to nonprofits, and conduct the proposal review process
- Communicates with applicants regarding questions about Foundation's funding opportunities and processes, and provides guidance on developing proposals that align with the Foundation's priorities
- Develops grant recommendations working with staff, external review committees and Department leadership staff; prepares recommendation materials for Staff and Board leadership.
- Manages the Foundation's online grants management systems including the tracking of grant agreements, the schedule of reporting deadlines and monitoring of grantee compliance
- Conducts research as needed on community issues and organizations to inform grantmaking and other Foundation activities
- Maintains well-organized digital filing systems and 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 team to create recommendations for our Fundholders and donor prospects about effective nonprofits working on issues of interest
- Handles general inquiries from nonprofits, grantees, the general public
- 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 the nonprofits that help power our community.

- **Alignment with Foundation values** – Joy. Failure friendliness. High volume, high quality, high speed. Relationships. Self-starting. Zero drama. Deliberate, visible equity. Strong judgement and generous communication.
- **Strong interpersonal and communication skills** - Exceptional commitment to delivering the highest-quality customer service and ability to work with diverse stakeholders. Excellent writing and grammar skills and general communications abilities written and verbal.
- **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.
- **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
- Experience working in a programmatic role in the nonprofit/foundation/public sector in Greater Miami for 2+ years
- 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
- 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.