

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 Investments Assistant will work within the Community Investments team and is responsible for supporting our Miami Connected and Music Access Miami programs. Both initiatives are centered in collective impact strategies, aimed at increasing accessibility to areas like high-speed internet and music education.

The Community Investments Assistant will work closely with Miami-Dade County Public Schools (M-DCPS) and other stakeholders to serve as a key resource in championing both initiatives through effective partnerships and efficient operations.

This position reports to the Manager of Music Access, Arts, and Culture and will work closely with the Digital Access Director.

ABOUT MIAMI CONNECTED

Miami Connected is an initiative to bring broadband internet at no cost, digital skills training, and career opportunities in technology to students and their families in Miami-Dade County. This public-private initiative seeks to make Greater Miami the most technologically inclusive and equitable community in the nation by bridging the digital divide and providing educational and economic opportunities for all its residents. Twenty percent of Miami-Dade County households do not have at-home internet access – in some neighborhoods, this number rises to fifty percent.

ABOUT MUSIC ACCESS MIAMI

Music Access Miami is a multi-year initiative to ensure all youth in Miami-Dade County have access to high-quality music education and all the benefits it unlocks. This initiative is focused across three core strategies: 1) Engaging at a system level and partnering with Miami-Dade, County Public Schools (M-DCPS), by strengthening a Music Education Ecosystem Asset Map, 2) Bringing music to all youth one neighborhood at a time, starting with a significant collaboration among multiple key music education leaders through the Miami Gardens Music Alliance, 3) Continuing to incentivize collaboration and foster increased trust across the music access ecosystem, through support to the Music Access Network.

DUTIES AND RESPONSIBILITIES

- Respond to inquiries, facilitate communication, provide materials, and schedule meetings with key stakeholders, including schools and community organizations.
- Lead event and outreach logistics, including planning, communication, support, setup, managing inventory of program materials.
- Support creation and editing of program materials and websites, including both copy and design, in collaboration with Communications team.
- Provide customer service and technical assistance to families, teachers, schools, and community organizations.
- Support maintenance of data systems to facilitate analysis and process improvement.
- Provide administrative support including filing, executing partnership agreements and processing payments
- Other duties and special projects as assigned.

This role requires some availability outside of office hours to conduct outreach at events as well as transportation across the county for both events and partnership logistics.

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.
- **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 others.
- **Love of the arts** - You understand the benefits of art education in youth's development and the relevance of the arts in building healthy communities.
- **Robust commitment to diversity, equity and inclusion** - We are all about elevating voices, spreading power and increasing opportunity for all.

Desired Experience

- Experience working in education, nonprofit management, customer service, arts, communications and/or event planning in Greater Miami for 2+ years
- Proficiency skills in the use of Microsoft Office, email, project management platforms and/or other tech tools (graphic design, social media, among others)
- Excellent skills in the areas of organization, attention to detail, time management, ability to manage multiple tasks, define and set priorities and problem solve.
- Ability to research topics, gather information from multiple sources.
- Ability to multitask in a fast-paced, deadline-driven environment.
- Ability to understand and follow oral and written instructions.
- Capable of working independently, with ability to take initiative, as well as being part of a team

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, Non-exempt
- Salary: \$36,000 - \$46,000, 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.