

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 Economic Stability Director will be responsible for leading a \$20+ million, three-year initiative to support diverse-owned and led small businesses in Miami – for profit and nonprofit – by focusing on strategies that help them to build equity over the long-term. This significant initiative will offer grants/loans to help small businesses acquire assets such as property, equipment, or technology, and will invest in capacity building to further grant/loan recipient success.

The initiative is grant-funded through a partnership with a major banking institution and has a goal of supporting an equitable recovery from the impacts of COVID-19. The ability to grow assets is a significant challenge for diverse-owned small businesses, which tend to start with less capital and lack access to the capital they need to grow their businesses.

The Director may also collaborate on other small business opportunity initiatives at the Foundation including but not limited to LaborMiami.org, and workforce development programming. The position reports to the Director of Public Affairs and will work closely with the Managing Director of Community Investments.

DUTIES AND RESPONSIBILITIES

- Serve as lead architect on creating a customized, multi-year strategy that is rooted in community and aims to grow assets for diverse small businesses (for-profit and nonprofit).
- Create and manage an inclusive Advisory Group that will guide and advise on opportunities to build promising solutions through this program.
- Foster an increasingly trusting and collaborative environment for all organizations and community members working toward this common goal.
- Design loan and grant programs, in partnership with community and the Advisory Group, that will make investments to promote business growth and job creation.
- Nurture partnerships with local Community Development Financial Institutions (CDFIs), as well as relationships with public, private, and nonprofit organizations to further the impact of this initiative.
- Offer strategies to provide technical assistance to small business owners to support asset ownership and asset protection strategies.
- Provide leadership and oversight for all aspects of a successful initiative including managing:
 - Grant and contract logistics and payments
 - Communications efforts for the initiative including program branding, marketing and storytelling, and impact reporting
 - An Associate to support the initiative
 - External vendors and contracted partners
 - Measurement of key performance indicators to measure grant/loan recipient performance
 - Financial reporting
- Cultivate, steward and engage the primary program donor by serving as the bridge between the Miami efforts and parallel efforts happening in communities around the country.

POSITION REQUIREMENTS

Essential Qualities

- **Entrepreneurial Spirit** – The initiative is in its early stages and will be best led by an individual with experience creating high impact programs from the ground floor.

- **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.
- **Willingness to do it all** - You will take full ownership for the success and direction of the initiative. There is no job too big or too small.
- **Passion to support small businesses** - You understand the challenges small businesses (for-profit and nonprofit) face and have a passion for ensuring equitable access to capital and resources.
- **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 small business and nonprofit organizations and will consistently need to lead and interact with patience and respect to help foster equity in our region’s small business ecosystem.

Desired Experience

- Degree in business, social sciences, project management or other relevant fields, preferred
- At least 5 -7 years of significant project management experience
- Experience working in a programmatic role in the nonprofit/foundation/public sector, or experience accelerating small businesses ideally in Greater Miami for 5+ years
- 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 and specifically small businesses/nonprofits
- 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

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| ▪ Title: | Economic Stability Director |
| ▪ Position available: | Immediately |
| ▪ Status: | Full Time, Exempt |
| ▪ Salary: | \$70K - \$90K, commensurate with experience and qualifications |
| ▪ Benefits: | 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.