

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 \$450 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 Collective Impact team is responsible for addressing Greater Miami's most pressing challenges to help bring about lasting, equitable change. The team works through robust collaboration with cross-sector partners.

Current initiatives in the team's portfolio include:

- *Miami Connected* – bridging the digital divide by expanding internet access, digital literacy opportunities and career pathways in technology.
- *Miami Open for Business* – supporting small, historically disadvantaged, minority business owners in working to own more of their businesses' assets, such as property, equipment, and technology.
- *Disaster Resilience* – preparing and recovering from disasters by empowering the nonprofit organizations that serve as frontline support to community members.
- *Music Access Miami* – expanding access to music and for all students so that they can enjoy the life-long benefits that stem from music education.

This is a growing area of work for the Foundation and this portfolio continues to expand.

The Associate will play an integral role in supporting the development, implementation, and scaling of these initiatives ensuring that we continually improve how we manage and steward the work. This includes building and maintaining relationships with various internal and external partners.

Reports to Digital Access Director.

DUTIES & RESPONSIBILITIES

- External Communications
 - Support the team in planning and executing meetings with current and prospective community partners including nonprofit organizations, advocates and program participants through regular meetings, emails, and phone calls.
 - Support the copywriting and design of program flyers, websites, and reports in collaboration with team and external vendors.
- Operations
 - Lead processes related to the grantmaking life cycle, including, setting up grant applications and responding to applicant and reviewer inquiries.
 - Support the maintenance of systems to facilitate grantee data collection and reporting, as well as identifying opportunities for process automation.
 - Conduct research to compile both quantitative and qualitative data about Greater Miami as well as national benchmarks related to community indicators and collective impact trends.
 - Document key processes across team and within initiatives to facilitate collaboration and ensure sustainability of operations.
 - Support team efficiency by documenting essential processes related to grantmaking, community engagement and program design, and periodically revisit them to identify opportunities for optimization.

- Community engagement
 - Represent the Foundation at community gatherings, virtually and in person, to support the work of partners as well as initiate conversations with potential partners.
 - Support the hosting of and/or participation in community engagement opportunities, such as advisory group meetings, to engage and learn from diverse stakeholders.
 - Lead the planning and coordination of periodic events hosted by the Foundation in collaboration with initiative partners and Communications team.

This role requires occasional availability outside of office hours for community engagement opportunities as well as transportation across the county for both events and partnership coordination.

POSITION REQUIREMENTS

Essential Qualities

- **Entrepreneurial spirit** – A passion for building innovative solutions from inception and developing the necessary processes and partnerships for their continued success. An eagerness for working across multiple functions of a project.
- **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.
- **Proactive and solution-oriented** – An inclination to proactively seek opportunities to maximize impact or overcome challenges. Creative and resourceful in seeking or developing solutions.
- **Strong project and time management skills** – An adeptness at using organizational methods and tools to manage multiple workstreams with ease and effectiveness, while maximizing shared visibility and accountability.
- **Robust commitment to diversity, equity, and inclusion** – A dedication to deliberately and proactively engage and partner with groups that are historically underrepresented. Passionately believing that our strength as a community is rooted in our diversity.

Desired Experience

- Minimum of an Associate Degree or equivalent work or life experiences
- Experience working in a programmatic role in the nonprofit/foundation, public, or education sectors in Greater Miami for 2+ years
- 2 - 5 years of work experience in a professional office setting
- Proficiency skills in the use of Microsoft Office, email, project management platforms, internet research and/or other tech tools (graphic design, social media, among others)
- Experience aggregating, analyzing, and visualizing data using Microsoft Excel and/or Power BI is a plus
- Multilingual is a plus

This list of essential functions 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: \$42,000 - \$58,000, commensurate with experience and qualifications
- Place of work: Hybrid. Partially remote and partially in office or in community, on a weekly basis
- Please submit resume and cover letter to hr@miamifoundation.org.

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.

The Miami Foundation's Anti-Discrimination Policy - The Miami Foundation shall not discriminate based on 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.