

## 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

Miami Open for Business initiative is an exciting new program hosted at The Miami Foundation to support small, historically disadvantaged, minority business owners in owning more of their businesses' assets, such as property, equipment, and technology. This three-year initiative, funded by Wells Fargo, is a major collaboration between local nonprofits, small business support organizations, community development financial institutions (CDFIs), and government partners. The Miami Foundation team will play a backbone role in distributing funding to small business support organizations that provide both financial products and technical assistance (TA) programming to further asset building.

Reporting to the Economic Stability Director, the Associate will play an integral role in supporting the implementation, promotion, and evaluation of this initiative. This includes supporting the Director with communications and outreach to raise awareness about the program, awarding and managing grants to external partners, and maintaining external partnerships with implementation partners and consultants. This position is a three-year grant funded role with potential to renew based on future funding and initiative growth.

## DUTIES & RESPONSIBILITIES

- External Communications & Outreach
  - Support the team in planning and executing meetings with current and prospective community partners such as nonprofits, CDFIs, and TA providers through regular meetings, emails, and phone calls.
  - Support the promotion of program grant opportunities by copywriting and designing program flyers, website content, and external reports, in collaboration with team and external vendors.
  - Represent the Foundation at community events, virtually and in person, to raise awareness and answer questions about grant opportunities.
- Program Operations and Grants Management
  - Support processes related to the grantmaking life cycle, including setting up grant applications, hosting office hours, and responding to applicant and reviewer inquiries.
  - Support grantee data collection and reporting processes, including following up with grantees and/or visiting small businesses to facilitate the evaluation vendor's access to impact data.
  - Conduct research to compile quantitative and qualitative data about Greater Miami and national benchmarks related to small business and economic development trends.
- Partnership Management
  - Support in the development, administration, and scoring of Requests for Proposals (RFPs) to identify potential implementation partners, in collaboration with team.
  - Support the execution of memoranda of understanding (MOUs) and program documentation (processes, data reporting procedures, FAQs, etc.) with external implementation partners.
  - Answer inbound inquiries from potential partners and support team in assessing feasibility and fit.

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.
- **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.
- **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.
- **Proactive and solution-oriented** – An inclination to proactively seek opportunities to maximize impact or overcome challenges. Creative and resourceful in seeking or developing solutions.
- **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.

### Minimum Qualifications

- Associate Degree or equivalent work or life experiences.
- Experience working in a programmatic role in the nonprofit/foundation, public/government, or education sectors in Greater Miami for 2+ years.
- 2 - 5 years of work experience in a professional office setting.
- Proficiency in the Microsoft Office suite, email, project management platforms (e.g., Asana), internet research and/or other tech tools.

### Desired Qualifications

- Experience supporting small businesses, including knowledge about equitable access to capital and resources.
- Experience producing design products, including flyers, templates, social media graphics, etc.
- Experience aggregating, analyzing, and visualizing data using Microsoft Excel and/or Power BI.
- Experience collaborating with and elevating low-income or marginalized communities.
- Multilingual, written and oral, in Spanish and/or Haitian Kreyol.

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 with "OFB Associate Role" in the subject to [hr@miamifoundation.org](mailto: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.