The 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.

The Position

The Communications Assistant is a project manager within the Communications Department to coordinate the Foundation’s outreach activities. This professional will support a variety of communications functions including but not limited to website management, event planning and general communications tasks. They will have an integral role in executing the Foundation’s communications and community engagement strategy through a variety of methods, including public relations, advertising and digital marketing.

The position reports to the Director of Communications.

Responsibilities

Website Management
- Manage the Foundation’s websites, including creating new pages/sections and uploading blog posts and documents.
- Work with the Foundation’s web development agency to update and manage the Foundation’s web platforms.
- Assist with content development for MiamiFoundation.org.

Event Planning
- Lead the planning, execution and logistics for all Foundation events involving external audiences, including development and production of invitations, guest lists, speakers/presentations, signage, vendor contracts, on-site support, catering, walk-throughs and any other needs.

Foundation Communications Support
- Manage administrative needs for the Communications Department, including submitting invoices, coordinating the department’s weekly production schedule and the Foundation’s Communications calendar.
- Work on inter-department projects and manage Communications and Engagement-related tasks as needed, including Give Miami Day.
- Serve as traffic manager between the Communications team and the Foundation’s external communications agency of record, including coordinating graphic design projects, media relations needs, scheduling and other tasks.
- Stay up to date on philanthropy and community issues, as well as marketing and communications industry developments.
- Provide outstanding customer service to internal and external audiences.
- Serve as liaison between departments and the Foundation’s agency of record to ensure proper flow of information and communication.

Position Requirements

Essential Qualities
- Strong organizational, project management and event planning skills
- Ability to complete simple graphic design and/or video production and editing tasks a plus
Good writing, editing and proofreading skills
Working knowledge of AP Style writing guidelines and journalistic and/or PR/promotional copywriting
Active knowledge of effective social networking content and strategies
Ability to research topics, gather information from multiple sources and synthesize into cohesive written pieces
Working knowledge of WordPress and/or website content management system tools
Good computer skills including Microsoft Office programs
Ability to multitask in a fast-paced, deadline-driven environment
Ability to maintain effective working relationships with co-workers and conduct oneself with professionalism
Capable of working independently, with ability to take initiative, as well as be part of a team
Ability to organize, prioritize and coordinate multiple projects simultaneously
Ability to work as a team player with diverse groups of people
Sense of humor, creativity and an appreciation of the role of philanthropy in building our community.
Highly motivated, action-oriented self-starter with strong organizational skills, especially planning and coordination.
High level of integrity, professional maturity and sound judgment.

Desired Experience

Undergraduate degree, preferably in communications, public relations, marketing, journalism or a related field.
At least 1-2 years of internships or work in communications, community engagement, marketing–related functions and/or the nonprofit sector.
Strong proficiency in Microsoft Excel as well at other Office suite applications (e.g. Word and Outlook).
Experience with Canva and Website CRM.

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: $36,000-45,000, commensurate with experience and qualifications
- Please submit resume and cover letter and (if desired) writing sample 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 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.