

## **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 Events and Special Projects Manager will plan, coordinate, manage, lead, execute and evaluate the Foundation's events and special projects. This role pulls together a wide range of disciplines including community engagement, branding, development and social impact, ranging from our annual State of Black Philanthropy to intimate roundtables. Projects involve not only the management of people and content, but a deep understanding of community issues and the ability to bring people together toward common community goals.

This team member will work closely with the communication, development, programs and grants administration departments to design and implement events and projects that support the Foundation's goals and objective while increasing the Foundation's brand awareness and impact.

Reports to the Director of Communications, and will work closely with the President and CEO.

## **DUTIES AND RESPONSIBILITIES**

- Plan, coordinate, implement and evaluate all aspects of multi-faceted and complex events & projects.
- Work closely with the President and CEO to launch new initiatives, and oversee a wide range of complex projects that require interpersonal nuance, strong community context, and project management skill.
- Advise and negotiate with staff, community partners, and vendors on best practices to produce interesting, memorable, creative, and high-quality events.
- Maintain knowledge of the most up to date trends for effective event planning.
- Understand and communicate impact of policies, procedures, and laws on planning events and special projects and implementation strategies so that events & projects are feasible and safe.
- Stay up to date on philanthropy trends, current events and civic/community issues and elected leaders, as well as marketing and PR industry developments to ensure that Foundation content is relevant and timely.
- Proactively seek and research strategic speaking engagements and public forums for appropriate Foundation staff, board members and donors. Make community presentations on behalf of Foundation, whenever appropriate.
- Provide outstanding customer service to internal and external audiences.
- Anticipate costs, develop initial budgets, and clarify/negotiate funding sources for events and special projects.
- Maintain spreadsheets, databases and auditable records for budget purposes, including but not limited to contracts, receipts, staffing, service invoices and vendor expenditures.
- Monitor event and project budgets in real-time.
- Negotiate contracts with vendors and price points with other service providers.

## **POSITION REQUIREMENTS**

### **Essential Qualities**

- High level of integrity, professional maturity and sound judgment.
- Excellent time and task management skills as evidenced by a proven ability to handle multiple tasks efficiently and effectively at the same time as well as appropriate delegation.
- Highly resourceful team-player, with the ability to also be extremely effective independently and be proactive with approaches to problem-solving with strong decision-making capability.
- 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 manage multiple projects simultaneously and to produce a high volume of high-quality outputs at high speed.
- Ability to work as a team player with diverse groups of people.
- Unwavering commitment to diversity, accessibility, and inclusion.
- Sense of humor, creativity, and joyfulness in the work.
- Appreciation for the role of philanthropy in building community, and enthusiasm to help brand our institution as a magnetic, inspiring home base for generosity and social impact in Greater Miami through world class events.
- Highly motivated, action-oriented self-starter with strong organizational skills, especially planning and coordination.

### **Desired Experience**

- Three or more years' experience with project and event management.
- Demonstrated experience planning and managing large and small high-quality events.
- Strong verbal communication, interpersonal, and customer-service skills.
- Ability to exercise good judgement and discretion in handling sensitive matters.
- Ability to work in a highly collaborative, team setting.
- Ability to manage multiple, simultaneous projects.

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, Exempt
- Salary: \$55,000 - \$80,000, commensurate with experience and qualifications
- Please submit resume, cover letter and writing samples/multimedia production portfolio 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 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.