

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 Vice President of Strategic Communications leads the Foundation's external and internal communications. This leader will work to build the Foundation's brand as a magnetic, inspiring home base for philanthropy, social impact and generosity in Greater Miami and support every department at the Foundation to tell their story more powerfully and with more alignment to the greater vision. Through their department, the Vice President will oversee the branding strategies, marketing, public relations, media relations, advertising, and digital communications of the Foundation. The Vice President will also strengthen the organization's position in the community, safeguard the reputation of the Foundation, and help the Foundation more powerfully communicate its value and vision to many audiences.

Reports to the President and CEO.

DUTIES AND RESPONSIBILITIES

- Lead the Foundation to build a magnetic, inspiring brand as the home base for social impact and generosity in Greater Miami.
- Support every department at the Foundation to tell their story more powerfully and with more alignment to a greater vision and brand.
- Lead a high impact, joyful, and exceptionally performing team as well as a portfolio of outstanding and high performing contractors and consultants to achieve all departmental and organizational goals.
- Develop the Communications Department's goals and manage its annual budget with advisement from the President and CEO.
- Design, implement and evaluate the Foundation's communications strategies and activities. Including, but not limited to:
 - Brand management.
 - Media relations.
 - Content production including newsletters, annual reports, quarterly updates, websites, email blasts, social media, announcements, invitations, and event materials.
- Serve as a member of the Foundation's Executive Leadership Team:
 - Provide input on organization-wide matters and take shared responsibility for the success of the Foundation at large.
 - Ensure that Foundation leaders have the communication tools (talking points, presentations, website pages, and other supports) to meet their highest objectives across the community.
- Support every department at the Foundation to host memorable, well-run events that bring audiences to more deeply understand the Foundation's work, and that build stronger relationships with our partners across Greater Miami.
- Leverage our powerful platform and large audience to help steer civic and community priorities and mobilize our region toward collective action.
- Advise and monitor public relations efforts – including planning, budgets and reports.
- Serve as liaison between departments to ensure proper flow of information and communication.
- Help identify opportunities in the community to further the goals of the Foundation.
- Track and stay knowledgeable and report on critical philanthropy and community issues and identify opportunities for Foundation support and initiative development around those issues.
- Prepare written reports and analysis of Communications Department work.

- Develop and execute special projects as assigned.
- Develop the Communications Department's goals and manage its annual budget with advisement from the President and CEO.

POSITION REQUIREMENTS

- 10+ years of experience in communications, marketing or related field.
- Proven track record building powerful and compelling brands.
- Exceptional organizational, time management, and people management skills.
- Exceptional interpersonal, communication and presentation skills.
- Experience building joyful, magnetic, high-impact teams.
- Exceptional written and oral communication skills, and strength communicating in ways that translate across lines of difference and with varied audiences.
- Expertise with digital and social media engagement and communications platforms and tools.
- Sensitivity to private donor information.
- High level of integrity and professionalism.
- Previous experience with nonprofit organizations is a plus.

Specifics

- Position available: Immediately
- Status: Full Time, Exempt
- Salary: \$140,000 - \$160,000, commensurate with experience and qualifications
- Please submit resume, cover letter and writing samples/multimedia production portfolio 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.