

## **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 \$350 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 Community Investment Team is responsible for ensuring that the Foundation's grant programs and grants management services are expertly managed and meet the needs of our donors, nonprofits, and community. The Community Engagement Officer will serve in a lead role in overseeing our scholarship and hardship funds, ensuring that we are continually improving how we manage and steward both offerings. This is a growing portfolio for the Foundation and we are looking for a visionary, yet hands on, team member to help us to expand and continually improve the portfolio. Additionally, the Officer will serve as a key resource for broad knowledge about local nonprofits, Foundation grantees, and the important community issues they address in Greater Miami.

Reports to the Vice President of Community Investments.

## **DUTIES AND RESPONSIBILITIES**

- Manages and administers the Foundation's 12+ annual scholarship and hardship programs. Consults with program donors, updates and releases applications, handles applicant questions, coordinates review and selection processes, and issues payments.
- Works closely with College Assistance Program counselors at Miami-Dade County Public Schools to provide information about scholarship opportunities and to recruit students to apply. Leads community outreach to nonprofits with networks of potential scholarship applicants to inform them about scholarship opportunities.
- Leads the scholarships payment process including compiling, verifying and submitting documentation to Finance Department and managing payment-related mailings.
- Leads the drafting and submission of all scholarship related grant applications and grant reports. Maintains a schedule of grant reporting deadlines.
- Support the design of new scholarship offerings including the creation and execution of operating procedures.
- Onboards and oversees contract scholarship support staff as appropriate.
- Ensures the Foundation's scholarship database (Foundant) for managing constituent records is kept up to date.
- Maintains effective relationships with our scholarship fundholders, working in close coordination with the Foundation's Development Department staff.
- Serves as the Foundation's scholarship "expert". Stays abreast of best practices from the field and builds a network of trusted colleagues doing similar work.
- Handles general inquiries from nonprofits, grantees, and the general public and directs them to appropriate staff.
- Assists in proposal review for various Foundation grants programs.
- Assists other team members or Foundation departments as needed and other duties as assigned.

## POSITION REQUIREMENTS

### Essential Qualities

- **Love for Miami** – The Miami Foundation team works hard every day to build a better, stronger Miami. We look to find team members that have a strong desire to develop a deep understanding of Greater Miami and build community knowledge.
- **Alignment with Foundation values** – Joy. Failure friendliness. High volume, high quality, high speed. Relationships. Self-starting. Zero drama. Deliberate, visible equity. Strong judgement and generous communication.
- **Strong interpersonal and communication skills** - Exceptional commitment to delivering the highest-quality customer service and ability to work with diverse stakeholders.
- **Unwavering solution orientation** – This role demands exceptional attention to detail and accuracy, adherence to deadlines, and being proactive in identifying solutions. We need someone with a strong ability to think ahead, take initiative, work both independently and collaborate with other.
- **Willingness to do it all** - Excellent abilities to organize and prioritize multiple tasks, problem solve, anticipate what's needed next and manage time to deliver the highest quality work on time
- Excellent writing and grammar skills and general communications abilities written and verbal
- **Robust commitment to diversity, equity and inclusion** - We are all about elevating voices, spreading power and increasing opportunity for all.

### Desired Experience

- Minimum of an Associate Degree or equivalent work or life experiences
- Minimum of 4 - 6 years of work experience in a professional office setting
- Excellent skills and experience with Microsoft Word, Excel and Outlook, email protocol, and internet research
- Experience working in the nonprofit or education sectors in Greater Miami is a plus
- Multilingual is a plus
- Experience in working with constituent management databases, specifically the Foundant suite of products, is a plus

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

- Title: Community Engagement Officer
- Position available: Immediately
- Status: Full Time, Exempt
- Salary target: \$60K, commensurate with experience and qualifications
- 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.
- Please submit resume and cover letter to [hr@miamifoundation.org](mailto:hr@miamifoundation.org).

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.