

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, special initiatives, and grants management services are expertly managed and meet the needs of our donors, nonprofits, and community. The Assistant is part of the Grants Administration team, which is responsible for managing the Foundation's core grantmaking activities, an extensive portfolio of fiscal funds, and our private foundation partnerships. Among the Department's responsibilities is to oversee hundreds of funds for which there are specific project budgets and restrictions of the use of the funds.

The Grants Administration Assistant plays a central role in supporting our Donor Advised Fundholders in processing their grants, processing grant and fiscal payments, acknowledging gifts received for funds, and providing broad administrative support for Department's activities. The work is high volume and fast-paced, involves being able to juggle and prioritize projects, and requires incredible attention to detail and strong judgement.

Reports to the Director of Grants Administration.

DUTIES AND RESPONSIBILITIES

- Manages the weekly process for Donor Advised Fund grant payments, ensures that they meet requirements for charitable purpose and distribution to a qualified 501(c)(3) nonprofit.
- Supports the weekly review, budget management, and payment process for a high volume, broad portfolio of grants, and special initiatives.
- Supports the weekly grant payment process including compiling, verifying and submitting documentation to Finance Department and managing payment-related mailings.
- Maintain and update grantee project budgets and financial reports.
- Ensure the Foundation's database for managing fund constituent records is kept up to date.
- Guarantee quality control and ensure the accuracy of department related data.
- Maintains effective relationships and handles all inquiries with Foundation fundholders and grantees, working in close coordination with the Foundation's Development Department staff.
- Serve as a liaison to the Finance team to ensure that gifts and payments are recorded and processed properly.
- Maintain well-organized digital filing systems.
- Handles general inquiries from nonprofits, grantees, the general public.
- 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
- 2 - 5 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 government sector in Greater Miami is a plus
- Multilingual is a plus
- Experience in working with accounting software, constituent management databases, or grants management systems, is a major 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: Grants Administration Assistant
- Position available: Immediately
- Status: Full Time, Non-Exempt, Hourly
- Salary: Target - \$44,000 annually /\$21.15 per hour, 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.

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.