

THE FOUNDATION

The Miami Foundation builds the philanthropic, civic, and leadership backbone for Greater Miami. Since 1967, the Foundation has invested \$505 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 \$427 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 Collective Impact team is at the forefront of our Foundation's work to address Greater Miami's most pressing challenges by bringing together cross-sector partners to accomplish bold, equitable solutions as a unified force for change. The team builds powerful coalitions, listens deeply to community, and oversees complex and important initiatives that impact the future of Greater Miami.

The Collective Impact Associate will be the primary liaison between the Foundation and community partners throughout Greater Miami. The Associate will build a strong grassroots-level presence within communities through relationship-building and community engagement activities. The ideal candidate is a self-starter who can successfully be part of a multi-function and interdisciplinary team and comfortable with managing many diverse tasks.

In this role, the Associate will primarily support Music Access Miami, an initiative that aims to expand access to music and for all students so that they can enjoy the life-long benefits that stem from music education. The Music Access Miami initiative includes the Miami Gardens Music Alliance, Artlook Miami Map and the Music Access Network. The successful candidate will also support Collective Impact Team initiatives, as needed, including -

- *Miami Connected* – Bridging the digital divide by expanding internet access, digital literacy opportunities and career pathways in technology.
- *Disaster Resilience* – Preparing and recovering from disasters by empowering the nonprofit organizations that serve as frontline support to community members.
- *Climate Resilience* – Addressing current and future impacts of water conservation through the Biscayne Bay and extreme heat on human health, lives, and livelihoods.
- *Miami Open for Business* – Supporting small, historically disadvantaged, minority business owners in working to own more of their businesses' assets, such as property, equipment, and technology.

This is a growing area of work for the Foundation and this portfolio continues to expand.

Reports to the Director of Music Access, Arts, and Culture.

DUTIES & RESPONSIBILITIES

- Serve as the primary point of contact for the Foundation's Collective Impact community engagement efforts
- Identify local issues, needs and opportunities, with the goal of increasing impact and outcomes across the Foundation's Collective Impact initiatives
- Manage relationships with key stakeholders, occasionally checking in to ensure programmatic success
- Listen deeply to community residents and leaders to identify opportunities and ensure program impact
- Expand the Foundation's network of local, community-based partners, including educational, business and religious organizations
- Research and schedule meaningful community events where the Foundation should have a presence
- Represent the Foundation at events, including tabling, canvassing, flyer distribution and other community engagement activities
- Assist in outreach and communications to stakeholders
- Develop reports and provide regular updates to program managers on relationships and program opportunities
- Assist in collecting, organizing and analyzing program data

POSITION REQUIREMENTS

Essential Qualities

- **Entrepreneurial spirit** – A passion for building innovative solutions from inception and developing the necessary processes and partnerships for their continued success. An eagerness for working across multiple functions of a project.
- **Strong interpersonal and communication skills** - Exceptional commitment to delivering the highest-quality customer service and ability to work with diverse stakeholders. Excellent writing and grammar skills and general communications abilities written and verbal.
- **Proactive and solution-oriented** – An inclination to proactively seek opportunities to maximize impact or overcome challenges. Creative and resourceful in seeking or developing solutions.
- **Strong project and time management skills** – An adeptness at using organizational methods and tools to manage multiple workstreams with ease and effectiveness, while maximizing shared visibility and accountability.
- **Joy-filled approach** - The ability to beam positive energy, gratitude, and creativity outward. An ease at using joy as a magnet for opportunities, and to serve as glue, a protective forcefield, and as fuel for everyone involved in the work.
- **Robust commitment to diversity, equity, and inclusion** – A dedication to deliberately and proactively engage and partner with groups that are historically underrepresented. Passionately believing that our strength as a community is rooted in our diversity.

Desired Experience

- Knowledge of, and passion for, the Greater Miami community
- Experience working in the nonprofit/foundation, public, or education sectors in Greater Miami.
- 2 - 3 years of work experience in a professional office setting.
- Proficiency skills in the use of Microsoft Office, Canva, Asana, email, CRM database, project management platforms, internet research and/or other similar tools.

This list of essential functions 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
- Target Salary: \$50,000, commensurate with experience and qualifications
- Place of work: Hybrid. Partially remote and partially in office or in community, on a weekly basis. Ability to work weekends and evenings, as necessary
- 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.