

## **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 \$455 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 Philanthropy Officer is responsible for developing, cultivating, and expanding relationships with potential and existing Foundation donors (Fundholders). The Philanthropy Officer primarily develops relationships with new potential Fundholders and secondarily manages existing Fundholder relationships, providing exceptional service and ensuring their long-term collaboration with the Foundation.

Reports to the Managing Director Philanthropic Services.

## **DUTIES & RESPONSIBILITIES**

- Actively cultivate relationships with an assigned portfolio of prospects, professional advisors or Fundholders to inspire and engage their philanthropic interests and goals. Fundholders may include individuals, families, non-profit organizations and distribution committees/boards.
- Create growth strategies focused on growing Foundation's referral network for those that have capacity to give, professional advisors that have clients that have the potential to give today or through a testamentary gift.
- Oversee the management of Foundation-related day-to-day needs for Fundholders by providing quality planning services by listening to their needs, creating customized gift plans to establish their own fund, encouraging legacy giving through a testamentary gift or an unrestricted gift to a Foundation collective impact initiative.
- Manage all existing audience interaction in Database and onboard new audiences to the Foundation in the system.
- Achieve strong proficiency in Blackbaud software for development functions, including but not limited to queries, reports, global changes, upload/download capabilities, Fund balances, etc.
- Collaborate with appropriate Foundation staff on donor-related communications (i.e., newsletters, quarterly communications, annual report, event marketing, special mailings, surveys, etc.).
- Assist with the development of and execution of donor recognition events and/or education sessions consistent with the Foundation's overall donor relations strategies.
- Educate prospects and Fundholders about Foundation initiatives, community funding opportunities and partnership opportunities.
- Write and edit proposals, Fund agreements, and other correspondences.
- Cultivate and solicit potential Fundholders for the Foundation and/or sponsors of Foundation initiatives.
- Make development pitches and presentations as needed.
- Coordinate with other departments to ensure the delivery of quality services to portfolio of Fundholders.

## **POSITION REQUIREMENTS**

### **Essential Qualities**

- Joy for fundraising, including enthusiasm to make asks and manage donor relationships
- Sense of humor, creativity and an appreciation of the role of philanthropy in building community
- Proven record of closing major gifts and/or sales
- Proven ability to work as a team player with diverse groups
- Highly motivated, self-starter with strong organizational skills and ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Strong interpersonal skills both internal and external
- Expert level written and verbal communication skills
- Ability to handle confidential information with discretion

- 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
- Commitment to diversity, accessibility and inclusion
- Excellent time and task management skills as evidenced by a proven ability to efficiently and effectively handle multiple tasks at the same time
- High level of integrity, professional maturity and sound judgment
- Availability to work outside of traditional business hours, to travel locally and occasionally regionally and nationally.

#### **Experience, Abilities & Skills**

- Minimum of a Bachelor's Degree, 5 years of experience in nonprofit fundraising, private wealth management and/or related relationship management field.
- Knowledge of fund development, planned giving, and philanthropy, and the ability to knowledgably assist Fundholders in formulating plans, goals and/or strategies for their philanthropic giving.
- Portfolio of individual and corporate contacts who can assist with the Foundation's growth a plus.
- Excellent customer service commitment, interpersonal skills in working with colleagues and external constituents.
- Excellent written and oral communications abilities.
- Organized and detail-oriented, with the ability to excel in a fast-paced environment.
- Ability to work independently and collaborate and coordinate with others.
- Bilingual a plus.
- Excellent skills and experience with Microsoft Word, Excel and Outlook, working with databases and internet research.
- Experience with Blackbaud software a plus; ability to quickly learn and become proficient with this software required.

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: Target \$65,000, 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.