

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 Miami Foundation seeks a relational systems-thinker to oversee the administration, operation, and maintenance for the core platforms across the foundation. This position is new to the foundation and will work with peers across the organization to plan, deliver, and support solutions that help transform The Miami Foundation into a thriving organization supported by best-in-class technology, platforms, and data.

This role requires both technical and analytical skills. It involves creating and maintaining systems that will make it easier and more efficient for staff to utilize, manage, and access data for greater efficiency, and support grantmaking activities and evaluation and learning needs in service of the Foundation's mission.

Reports to the Vice President for Finance and CFO.

DUTIES & RESPONSIBILITIES

- Operate, maintain, and manage the core systems across the foundation, including *Foundant*, *Microsoft*, *Paylocity*, and *Submittable*.
- Lead the implementation and maintenance of technology and data systems to meet the organization's strategic and operational needs.
- Align processes, goals, and priorities with stakeholders across the foundation.
- Improve processes to deliver results with quality, according to schedule.
- Create and maintain documentation of business rules, technical specifications, data flows, and process workflows.
- Partner with HR to design and implement a platform training program for new and existing employees to ensure the foundation is maximizing its use of core platforms.
- Ensure IT governance processes are followed and that business requirements are met.
- Help with initial troubleshooting and proactive escalation of hardware, software, and network issues for end users in a mixed environment (Mac and Windows).
- Manage 3rd party partners overseeing all infrastructure, network and systems engineering, data storage, backups, and related technologies.
- Administer and oversee our Microsoft Azure environment including SharePoint and OneDrive.
- Handle administration and billing of IT licenses and equipment.
- Perform other duties as assigned .

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.

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 skills** - Exceptional commitment to delivering the highest-quality customer service and ability to work with diverse stakeholders.
- **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.

Desired Experience

- 5-7 years' experience in a prior systems/technology role with one or more of the following:
 - Working knowledge of MS Office suite and applications including Word, Excel, Outlook, etc.
 - Administration of users and accounts in OneDrive and SharePoint.
 - Work at a foundation or larger non-profit organization.
 - Work supporting a foundation platform such as Foundant or akoyaGO.
 - Building dashboards in a BI tool (Tableau, PowerBI, DataStudio, etc.).
- Bachelor's degree or greater in an applicable technology services field.

SPECIFICS

- Position available: Immediately
- Status: Full Time, Exempt
- Place of work: Hybrid. Partially remote and partially in office or in community, on a weekly basis or as warranted. Ability to work weekends and evenings, as necessary
- Target salary: \$75,000, commensurate with experience and qualifications

Please submit resume and cover letter 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.