

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 1,000 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 Grants Administration Manager is part of the Community Investments Team which is responsible for ensuring that the Foundation's grant programs and grants management services are expertly managed and meet the needs of our donors, nonprofit partners, and our internal teams.

We are recruiting for an experienced, detail-oriented, operations professional who will provide project management and fiscal administration support to a diverse portfolio of internal and external clients. The Grants Administration Manager works closely with the Director to ensure that our grant operations are smooth and world class. More than 6,000 grant payments and transactions flow through the Grants Administration Team on an annual basis and the Manager is responsible for continuously working to improve our processes and provide exceptional customer service along the way.

The Grants Administration team provides critical, holistic operational support to The Miami Foundation's fiscally sponsored organizations and also manages a robust portfolio of donor initiatives and charitable funds. The Manager is responsible for serving as the project lead in overseeing the success of these initiatives and directly administering a number of these funds.

This position reports to the Director of Grants Administration.

DUTIES AND RESPONSIBILITIES

- Serve as primary liaison between the Foundation and key fundholders (individual donors and large private Foundations) to manage their funds and complex grant programs.
- Support the Director in managing the fiscal sponsorship portfolio including working with fundholders to provide oversight to fiscal sponsorship project activities and fundraising efforts to ensure proper stewardship.
- Conduct due diligence on the Foundation's high volume of outgoing grants and manage reporting and deadlines on incoming grants.
- Lead payment processing for a variety of fund types ensuring the appropriate back up materials to ensure that all payments are being used for a charitable purpose.
- Oversee the quarterly fundholder reporting process.
- Stay up to date with IRS rules and regulations related to Community Foundations, Private Foundations, Fiscal Sponsorship Funds, Expenditure Responsibility, and Donor Advised Funds.
- Serve as a liaison with the Finance team, ensuring a smooth flow of work between the departments.
- Contribute to department- and firm-wide process improvement efforts focused on the development and implementation of more efficient processes, systems, and technology.
- Maintain project management tools and trackers to monitor progress, facilitate team communication, and keep relevant stakeholders informed along the way.
- Support the upgrade to a new set of relationship management, financial, and grant systems that the Foundation is migrating to in 2023.
- Ensure that key information related to the various portfolios managed is accurately maintained within the Foundation's platforms.
- Support new business development by meeting with potential partners, evaluating projects, and developing collateral, proposals and budgets.
- Support the Foundation in leading other special initiatives as appropriate.

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 the nonprofits that help power our community.
- **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. Excellent writing and grammar skills and general communications abilities written and verbal.
- **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 others.
- **Project and Task Management and Goal Achievement** – Excellent abilities to effectively manage time, resources, and priorities to achieve desired project and task outcomes and strategic goals.
- **Growth Mindset and Staff Development** - The demonstration of a growth mindset and use of available resources and feedback to continually develop mastery in your role and facilitate team learning.
- **Robust commitment to diversity, equity and inclusion** - We are all about elevating voices, spreading power and increasing opportunity for all.

Desired Experience

- Minimum 5-7 years of related work experience.
- Experience in grants administration or operations and/or nonprofit management is strongly preferred.
- Some experience with budgeting, forecasting, and/or reviewing nonprofit financial statements.
- Baseline knowledge and understanding of IRS rules and regulations as they pertain to nonprofits and foundations.
- Strong experience in cultivating extensive relationships across various sectors and segments of a community.
- Excellent customer service commitment, interpersonal skills in working with external constituents and internal colleagues of varying levels and abilities.
- Minimum of a Bachelor's Degree or equivalent work or life experience.
- Excellent skills and experience with Microsoft Word, Excel and Outlook, email protocol, and internet research
- Multilingual is a plus.
- Experience using Foundant, Submittable, or any grants management system 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. Candidates are highly encouraged to research fiscal sponsorship prior to applying.

SPECIFICS

- Title: Grants Administration Manager
- Status: Full Time, Exempt
- Salary: \$75,000, commensurate with experience and qualifications

Please submit resume and cover letter to hr@miamifoundation.org.

Benefits

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.