

THE FOUNDATION

The Miami Foundation is the hub for social impact and philanthropy in Greater Miami. Since 1967, we have invested over half a billion dollars into strengthening Greater Miami, with a focus on equity, resilience, and leadership. We build relationships with every nonprofit in our community to ensure that we know the true needs and aspirations of our community's changemakers. We also build relationships with our community's philanthropists and enable our community to give more boldly and strategically than they could do alone. We're experiencing rapid growth and we're looking for high talent, visionary leaders to help us scale the impact of our Foundation to meet the highest aspirations of our community.

POSITION DESCRIPTION

Every year, The Miami Foundation receives hundreds of grant applications from nonprofits, with incredibly rich information about the needs and aspirations of our community's nonprofit leaders. What if there were a public facing platform (like our website on Give Miami Day) where our entire community could access and learn from this data? What if there was a literal home base for social impact information in our community? We're looking for a Director to take full ownership for a multi-faceted, dynamic new project that will be transformational to nonprofits and philanthropists in Miami. The right leader will understand impact evaluation and nonprofit storytelling, as well as user centered design, and will have a proven track record of successfully launching new complex initiatives.

The Director of Community Impact is a new, grant-funded position that reports to the Vice President of Community Investments.

DUTIES AND RESPONSIBILITIES

- Serve as a senior member of the Community Investment Team and work closely with the Vice President to design and implement an equity-focused approach to becoming a data-driven, learning organization.
- Create the tools and processes to operationalize learning in our programs and how we understand the impact of our work.
- Define and coordinate the team's approach to collecting and evaluating grantee data.
- Oversee the design of knowledge for use internally and externally.
- Lead development of approaches to evaluate the results, impact, and effectiveness of the Foundation's grantmaking in terms of both individual program grants and across issues in program portfolios.
- Lead the design, execution, and project management of a new interactive online platform that will better connect philanthropists to nonprofits in a robust way, year-round.
- Manage the contracts and work of consultants and vendors as appropriate to advance the work.
- Leverage data and impact stories to support fundraising and donor stewardship efforts for Community Grants and other programs managed by the Community Investment team.
- Develop extensive knowledge about and relationships with nonprofits and social sector leaders in Greater Miami.
- Be a visible community leader and build a strong range of cross-sector relationships.
- Support Foundation departments and team members as needed in collecting and sharing impact data and stories.

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.

- **Digital literacy** – This role will be deeply tied to the launch of a complex website, with the help of consultants. Experience tinkering around with Wordpress or other similar platforms will be important to this role. Similarly, experience with impact evaluation and data analysis will be important for the contents of this site.
- **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 of a bachelor's degree or equivalent work or life experience.
- 6 - 8 years of work experience in a professional office setting in the social sector.
- Experience co-creating, evaluating, and re-designing learning agendas and measurement plans.
- Experience developing and managing the creation of impactful qualitative and quantitative data visualizations across multiple projects for a variety of audiences.
- Significant experience managing large scale, web-based technology projects and managing external vendors.
- Excellent skills and experience with Microsoft Word, Excel and Outlook, email protocol, and internet research.
- Multilingual 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.

SPECIFICS

- Title: Director of Community Impact
- Position available: Immediately
- Status: Full Time, Exempt
- Target salary: \$90,000 - \$100,000, 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.