

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 \$450 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 the community, and oversees complex and important initiatives that impact the future of Greater Miami.

We are seeking a visionary and collaborative leader to serve as our Collective Impact Director. In this strategic role, you will be responsible for spearheading and coordinating collective impact initiatives that bring together key stakeholders, including nonprofits, government agencies, businesses, and community leaders, to address critical social issues in Miami-Dade County.

The ideal candidate will have a deep understanding of collective impact principles, strong project management skills, excellent communication and facilitation skills, management skills, and a track record of successful collaboration across diverse groups of stakeholders.

The Director will play an integral role in leading the development, implementation, and scaling of the various Collective Impact initiatives ensuring that we continually improve how we manage and steward the work, while helping to expand the portfolio. This includes building and maintaining relationships with various internal and external partners.

The Collective Impact Director will report to the Managing Director of Collective Impact and will directly manage other team members. Additionally, the Director work closely with other members of the team to ensure alignment with organizational goals and strategic direction.

DUTIES & RESPONSIBILITIES

- Lead the development and implementation of collective impact strategies that address complex social problems and achieve measurable impact.
- Cultivate and maintain strong relationships with community partners, nonprofit organizations, government agencies, businesses, and other key stakeholders.
- Foster a culture of collaboration, trust, and shared purpose among participants in collective impact initiatives.
- Manage project timelines, budgets, and resources to ensure successful implementation of collective impact initiatives.
- Communicate progress, successes, and challenges to stakeholders and organizational leadership on a regular basis.
- Utilize data and evidence-based approaches to inform collective impact strategies and measure progress toward achieving intended outcomes.
- Identify funding opportunities and collaborate with the Foundation's development team to secure financial support for collective impact initiatives.
- Explore potential partnerships and grant opportunities with philanthropic organizations and government agencies to augment funding.
- Stay up to date with trends and best practices in collective impact, and integrate new insights into the organization's approach to social change.
- Lead a high impact, joyful, and exceptionally performing team as well as a portfolio of outstanding and high performing contractors and consultants to achieve all departmental and organizational goals.
- Work with partners to advocate for policy changes that can further advance collective impact goals.

- Represent the Foundation at community gatherings, virtually and in person, to support the work of partners as well as initiate conversations with potential partners.

In this role the successful candidate will also assist the Managing Director of Collective Impact as needed and other duties as assigned.

This role requires occasional availability outside of office hours for community engagement opportunities as well as transportation across the county for both events and partnership coordination.

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.
- **Facilitation and communication skills** - Strong facilitation, communication and negotiation skills, with experience in bringing together diverse stakeholders and managing group dynamics. Excellent writing and grammar skills and general communications abilities written and verbal.
- **Strong interpersonal skills** - Strong interpersonal skills, with the ability to build and maintain relationships with stakeholders at all levels.
- **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, with a proven track record of leading complex projects from start to finish.
- **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

- Bachelor's degree in a related field (such as social work, public administration, or non-profit management) or life experience
- Experience working in a programmatic role in the nonprofit/philanthropic, public, or education sectors in Greater Miami for 9+ years.
- At least 5 years of experience in collective impact or related fields (such as community organizing, program management, or stakeholder engagement).
- Demonstrated success in designing, implementing, and evaluating collective impact initiatives or similar collaborative efforts.
- Strong understanding of social issues and challenges faced by the Miami-Dade County community.
- Data-driven mindset, with experience in using data to inform decision-making and evaluate the effectiveness of initiatives.

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: August 2023
- Status: Full Time, Non-exempt
- Target Salary: \$90,000, commensurate with experience and qualifications
- Place of work: Hybrid. Partially remote and partially in office or in community, on a weekly basis

Please submit resume and cover letter [here](#).

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 based on 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.