

THE FOUNDATION

The Miami Foundation builds the philanthropic, civic, and leadership backbone for Greater Miami. Since 1967, the Foundation has invested over \$500 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 Manager of Sponsored Projects is a vital leader on our Foundation's Grants Administration Team. They are responsible for ensuring that our grant programs and services are expertly managed and meet the needs of our donors, nonprofit partners, and our internal teams. More than 6,000 grant payments and transactions flow through the department annually.

A key piece of the department's work is to provide critical, holistic operational support to a large, diverse, and growing portfolio of projects that our Foundation houses ("sponsors") to impact positive change across our community. Housing these projects means that we enable our partners to use our Foundation's infrastructure and charitable status to get a bold idea off the ground. We use this superpower to help a variety of partners, including private foundations, local government, and locals with big ideas. We are seeking an experienced operations professional to serve as our **Manager of Sponsored Projects**. In this role, you will provide project management, operational expertise, and fiscal support to this important portfolio. **Get to know a small sample of these projects here:** <https://miamifoundation.org/partnerprograms/>.

As Manager you will directly administer these funds and closely collaborate with your Grants Administration team members to drive the success of these initiatives. You will also partner with the Grants Administration Director to continuously improve our processes, provide exceptional customer service, and help ensure effective, efficient, world-class grant operations.

This position reports to the Director of Grants Administration.

DUTIES AND RESPONSIBILITIES

- Serve as primary liaison between the Foundation and key partners (Private Foundations, Fiscally Sponsored Projects, Government Partners) 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.
- 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 an internal expert in these areas.
- Serve as a liaison with the Finance team, ensuring a smooth flow of work between the departments.
- Contribute to department- and organization-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.
- Ensure that key information related to the various portfolios managed is accurately maintained within the Foundation's platforms.

- Support new business development within the Sponsored Projects portfolio 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 7 years of related work experience
- Experience in grants administration or operations and/or nonprofit management. Familiarity and/or experience working within a fiscal sponsorship structure is a huge plus.
- Strong project management and stakeholder management skills including the ability to lead multiple complex projects simultaneously, oversee and delegate to team members, build positive relationships with a range of philanthropic clients, and meet deadlines.
- 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 any grants management or database 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: Sponsored Projects Manager
- Status: Full Time, Exempt
- Salary: \$75,000, commensurate with experience and qualifications
- Location: Miami-based hybrid work environment. All candidates must be local or planning to relocate.

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.