

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

We are looking for an experienced Administrative Assistant to provide support to the Collective Impact and Community Investment teams. The ideal candidate will be a detail-oriented, proactive, and resourceful individual capable of managing a wide range of administrative tasks, ensuring the smooth operation of the foundation's office, and contributing to the achievement of our mission.

The Administrative Assistant will jointly report to the Vice President of Community Investments and Managing Director of Collective Impact. Additionally, the Administrative Assistant will work closely with members of both teams to ensure efficiency and that priorities are met.

DUTIES & RESPONSIBILITIES

- Provide comprehensive administrative support, including managing calendars, scheduling meetings, and handling all related correspondence.
- Arrange and coordinate meetings, convenings, and events, including logistics, catering, and preparation of materials.
- Maintain accurate records, databases, and contact lists for donors, partners, and other stakeholders.
- Create and maintain important documents, reports, and presentations, ensuring their accuracy and confidentiality.
- Serve as a liaison between the Collective Impact and Community Investment teams and internal/external stakeholders, responding to inquiries and conveying messages accurately and efficiently.
- Manage travel itineraries, accommodations, and expense reports for senior team members.
- Anticipate and track dates, events, and associated action items; follow up with appropriate parties on behalf of supervisors to ensure deadlines are met.
- Oversee the day-to-day office operations, including maintaining supplies, organizing files, and coordinating with vendors to ensure a well-functioning workspace.
- Take on ad-hoc assignments and special projects as needed to support the foundation's initiatives.

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

- Techy savvy with experience using computer applications such as Microsoft Office, Zoom, Canva, Asana or similar work productivity platforms
- Ability to multitask in a fast-paced, deadline-driven environment
- Demonstrated ability to handle sensitive issues and maintain confidentiality.
- Demonstrated ability to perform duties with a high level of professionalism, flexibility, discretion, judgment, diplomacy and tact.
- Capable of working independently, with ability to take initiative, as well as be part of a team
- Ability to organize, prioritize and coordinate multiple projects simultaneously
- Ability to work as a team player with diverse groups of people
- Highly motivated, action-oriented self-starter with strong organizational skills, especially planning and coordination.

- High level of integrity, professional maturity and sound judgment.

Desired Experience

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.

- High school diploma and three years of relevant experience or combination of education and relevant experience.
- Previous experience providing administrative assistance
- Knowledge of, and passion for, the Greater Miami community
- Experience working in the nonprofit/foundation, public, or education sectors in Greater Miami.
- 2 - 3 years of work experience in a professional office setting.
- Proficiency skills in the use of Microsoft Office, Canva, Asana, email, CRM database, project management platforms, internet research and/or other similar tools.

SPECIFICS

- Position available: November 2023
- Status: Full Time, Non-exempt
- Target Salary: \$45,000, commensurate with experience and qualifications
- Place of work: Hybrid. Partially remote and partially in office 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.