

## THE FOUNDATION

The Miami Foundation builds the philanthropic, civic, and leadership backbone for Greater Miami. Since 1967, the Foundation has invested over \$650 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 \$540 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 seeking a grants and operations professional to serve as our Grants Administration Senior Associate. This is a new role on The Miami Foundation's growing Grants Administration Team. You will be responsible for helping to ensure that our grant programs and services are expertly managed and meet the needs of our donors, sponsored projects, nonprofit partners, and internal stakeholders.

A key piece of the department's work is to provide critical, holistic operational support to a large, diverse, and growing portfolio of charitable projects that our Foundation houses ("sponsors") to impact positive change across our community. Through this portfolio, we help a variety of partners, including private foundations, local government, and local individuals with big ideas get their projects off the ground.

As Senior Associate, 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/>. You will directly support the administration of this portfolio and closely collaborate with team members to drive these charitable initiatives' success.

You will also work cross-collaboratively with other Foundation teams to continuously improve our grants administration processes, provide exceptional customer service, and help ensure effective, efficient, world-class grant operations.

This position reports to the Manager of Sponsored Projects.

## DUTIES & RESPONSIBILITIES

- Serve as primary liaison between the Foundation and key partners (Private Foundations, Fiscally Sponsored Projects, Government Partners) to manage their projects and complex grant programs.
- Support 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 grant 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 is accurately maintained within the Foundation's platforms.
- Support new business development within the Sponsored Projects portfolio by meeting with potential partners as appropriate to evaluate projects, develop collateral, proposals, and budgets.
- Support other special initiatives as appropriate and assist other team members or Foundation departments as needed and other duties as assigned.

## 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.
- **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.
- **Proactive and solution oriented** – An inclination to proactively seek opportunities to maximize impact or overcome challenges. Creative and resourceful in seeking or developing solutions.
- **Willingness to do it all** - Excellent ability to organize and prioritize multiple complex portfolios, problem solve, anticipate next steps and manage time to deliver the highest quality work on time.
- **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.
- **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

- Minimum of a bachelor's degree or equivalent work or life experiences
- Knowledge of or experience working in an operations or programmatic role in the nonprofit/foundation/public sector in Greater Miami for 4+ years
- 5- 7 years of work experience in a professional office setting
- Experience with budgeting, forecasting, and/or reviewing nonprofit financial statements
- Excellent customer service commitment, interpersonal skills in working with external constituents and internal colleagues of varying levels and abilities
- Proficiency skills in Microsoft Office, Canva, Asana, email, CRM database, project management platforms, internet research and/or other similar tools
- Experience using any grants management or database system is a plus
- Multilingual is a plus

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: Immediately
- Status: Full Time, exempt
- Target salary: \$58,000. The final determination of the selected candidate's actual pay will be based on 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 your resume and cover letter [here](#).

Please reach out to [hr@miamifoundation.org](mailto:hr@miamifoundation.org) if you need any accommodation in applying.

The Miami Foundation's Anti-Discrimination Policy - The Miami Foundation does 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 hiring and firing staff, selecting volunteers, selecting vendors, and providing services.

The Miami Foundation practices and champions inclusiveness. 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.