

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

The Community Investments Team is responsible for ensuring that the Foundation's grant programs, special initiatives, and grants management services are expertly managed and meet the needs of our donors, nonprofits, and the community. At our core, the team keeps a steady pulse on community events, partners and activities on behalf of the Foundation.

As the Community Investments Manager, you will thoughtfully steward relationships with foundation fundholders and work in close partnership with them to manage their custom grantmaking programs. A major part of the role involves deeply engaging with the local nonprofit community and leveraging your extensive knowledge and expertise of the local social sector to guide donors and the foundation's grantmaking efforts.

You will report to the Director of Community Engagement.

DUTIES & RESPONSIBILITIES

- Manage an active portfolio of 50+ grantees and an external evaluation partner for a significant donor relationship; lead public facing open grant calls, and partner closely with the family and their representatives to successfully oversee all grantmaking and prospecting activity.
- Partner with the Philanthropy team to provide guidance and recommendations to Fundholders and donor prospects on effective nonprofits working on issues of interests.
- Support the Community Engagement team's work to build greater knowledge of, and engagement with, the local nonprofit community.
- Serve as a vital knowledge resource for internal and external partners on significant community issues, and the nonprofits most effectively addressing them,
- Represent the Foundation at community gatherings, virtually and in person, to support the work of existing partners and initiate conversations with potential partners.
- Build visibility of the Foundation's work by representing the organization publicly and shaping the team's editorial content for newsletters, website and social media
- Support the Vice President in managing the team's approach to building nonprofit knowledge and engagement (e.g. office hours, site visits, convening); oversees documenting and sharing knowledge for use internally and externally.
- Conduct research as needed on community issues and organizations to inform grantmaking and other Foundation activities.
- Support efforts 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.

Assist other team members or Foundation departments as needed and other duties as assigned.

POSITION REQUIREMENTS

LOCAL CANDIDATES ONLY. Role requires existing knowledge about the Miami social sector.

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 what's needed next 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.
- 8-10 years of work experience in the social sector.
- Strong abilities and experience in program development and management, research, and analytical skills.
- Deep knowledge and understanding of community-related needs and issues and demonstrated leadership in addressing them.
- Strong experience in cultivating extensive relationships, especially with donors or funders, across various sectors of a community.
- Strong preference for candidates with donor services experience and/or grant portfolio management experience.
- Highly proficient in Microsoft Office, Canva, Asana, email, CRM database, project management platforms, internet research and/or other similar tools.
- 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: \$75,000-\$82,000. 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 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.