

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 Assistant to the President and CEO is a values-driven, community-focused, exceptionally organized leader who helps the Office of the President to thrive and lead at its highest capacity. They will serve as the primary point of contact for internal and external constituencies on all matters pertaining to the Executive Team. This role involves very close partnership with the President and CEO, and will involve heavy relationship building, communications, time and priority management, and organization to ensure that the Foundation and its leaders are able to serve the community at their greatest possible potential. The right leader will also have the skill to manage independent projects from conception to completion, is able to maintain their core values even when working under pressure and can handle a wide variety of activities and confidential matters with discretion and professional maturity.

The Assistant to the President and CEO will report to the President directly and will work closely with the Manager of the Office of the President and the Chief of Staff.

DUTIES AND RESPONSIBILITIES

Executive Support

- Serves as the first line of contact for the Office of the President and CEO, ensuring that all partners across the community are valued, respected, known, and have a positive on-ramp to collaborating with The Miami Foundation with timely, values-driven, strategic communication and follow up.
- Supports the Office of the President and CEO to be present where they can have the greatest impact, ensuring that our team is poised for maximum impact through thoughtful briefings, well organized meetings, and outstanding follow-up.
- Manages a high-impact and extremely active calendar of appointments and events, and smoothly organizes complex scheduling and event hosting tasks including scheduling, confirming, preparing, and following up from events, and at times organizing and hosting the events personally. This requires more than administrative scheduling – it is about building stronger relationships, context, and relational power with each interaction.
- Completes a broad variety of administrative tasks for the Office of the President and CEO including managing contacts; completing expense reports; composing and preparing correspondence that is sometimes confidential; arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for meetings.
- Plans, coordinates and ensures the President and CEO's schedule is followed and respected. Provides "gatekeeper" and "gateway" role, creating win-win situations for direct access to the President and CEO's time and office.
- Researches, prioritizes and follows up on incoming issues and concerns addressed to the President and CEO, including those of a sensitive or confidential nature. Works with the team of the Office of the President to determine appropriate course of action, referral or response.
- Builds deep trust across the entire Foundation and within the Office of the President, embodying the highest values of the Foundation and serving as a right hand to the leadership team.



Assistant to the President & CEO Job Description (March 2024)

- Builds strong alignment with the writing style of the Office of the President, successfully completing critical deliverables with a hands-on approach, including drafting letters, personal correspondence, and other tasks that facilitate the President and CEO's ability to effectively lead the foundation.
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.
- Performs general clerical duties including photocopying, faxing, mailing, filing and scanning.
- Schedules internal meetings (general staff, leadership and departments) and arranges for off-site venues when required, including catering and parking arrangements for all attendees.
- Contributes to building thriving Office culture and assists other support staff as needed; provides backup coverage to the front desk phone line and cultivates a powerful cross-team assistant network.

Board of Trustees Support

- Supports the Office of the President and CEO to prepare for all board meetings including finalizing and compiling materials for the board, scheduling meetings, and preparing for board site visits and discussions.
- Attends all Board meetings, takes minutes, and ensures all minutes are properly signed by the Secretary.
- Attends all Executive and Governance Committee meetings, takes minutes, and ensures all minutes are properly signed by the respective Committee Chair.
- Assists Board of Trustees with management of their personal Donor Advised Funds, including assistance with online Fund account access and submission of periodic grant recommendations.

Leadership Team Liaison

- Participates as an adjunct member of the Leadership Team including assisting in scheduling meetings and attending meetings to ensure follow up for the President and CEO is completed as necessary.
- Assists in coordinating the agenda of Leadership Team meetings.

Strategic Initiatives - works with the President and CEO on special projects and initiatives as needed.

POSITION REQUIREMENTS

Essential Qualities

- **Passion for Miami**
- **Strong organizational skills** - Ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- **Exceptional interpersonal skills:** You will regularly interact with different stakeholders including staff, board members, external partners and donors.
- **Expert level written and verbal communication skills** - You will need to communicate with a variety of stakeholders on a regular basis reflecting the Foundation and the President and CEO.
- **Ability to handle confidential information with discretion** - Ability to adapt to various competing demands and demonstrate the highest level of customer/donor service and response.
- **Resourcefulness** - Highly resourceful team-player, with the ability to also be extremely effective independently and be proactive with approaches to problem-solving with strong decision-making capability.
- **Forward looking thinker** - Actively seeks opportunities and proposes solutions to achieve high performance goals and meet deadlines in a fast-paced environment.



Assistant to the President & CEO
Job Description (March 2024)

- **Commitment to diversity, accessibility and inclusion** - We are all about elevating voices, spreading power equitably and increasing opportunity for all.

Desired Experience

- At least five years' experience as an assistant to high-level executive, managing partner, and/or CEO.
- Track record of success working in a fast-paced, high impact, community-driven institution.
- Bachelor's Degree preferred.
- Excellent skills and experience with Microsoft Word, Excel and Outlook, working with databases and internet research.
- Experience with Foundant CommunitySuite platform a plus – but the ability to learn and become proficient with this dynamic software is a must.

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: \$55,000. 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.