

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

As the Foundation and Corporate Relations Officer, you will play a crucial role in developing and maintaining strong relationships with foundations and corporate partners to secure support for our organization. This position requires a combination of relationship-building, strategic thinking, and effective communication skills to advance the Foundation's mission and goals. If you are tech-savvy, detail-oriented, proactive, resourceful and capable of managing a wide range of administrative tasks to ensure the delivery of impeccable donor services, we want to hear from you!

The Foundation and Corporate Relations Officer reports to the Vice President for Philanthropy and will have significant interaction with the Director of Philanthropy.

DUTIES & RESPONSIBILITIES

- **Fund Management:** Cultivate relationships with family foundation and corporate fundholders to provide high level of customer service and solicit other customized philanthropic services to increase engagement and affinity to the Foundation.
- **Research and Identify Prospective Partners:** Research, identify, cultivate and solicit new family foundation and corporate entities to serve as their philanthropic partner and for co-investment through Foundation initiatives.
- **Proposal development:**
 - Partner with Community Investment and Collective Impact teams to develop compelling and well-targeted funding proposals.
 - Tailor proposals to align with the specific goals and criteria of each foundation or corporate donor.
- **Stewardship and Relationship Building:**
 - Establish and maintain positive relationships with foundation and corporate representatives.
 - Collaborate with teams to ensure compliance with grant agreements and regular reporting to increase potential for future funding .
 - Attend networking events, conferences, and meetings to expand the organization's network.
- **Strategic Planning:**
 - Contribute to the development of the organization's fundraising strategy, with a focus on family foundation and corporate giving.
 - Identify opportunities for long-term partnerships and collaboration.
- **Database Management:**
 - Maintain accurate and up-to-date records of interactions with foundations and corporate partners.
 - Utilize a moves management system to track opportunities and effective follow-up.

You will occasionally need to be available outside of office hours for donor and community engagement events.

POSITION REQUIREMENTS

- **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.
- **Proactive and solution-oriented** – Highly motivated, action-oriented self-starter with strong organizational skills, especially in planning and coordination.

- **Strong project and time management skills** – Adept at organizing, prioritizing and coordinating multiple projects simultaneously.
- **High ethical and professional standards** - Ability to handle sensitive issues and maintain confidentiality. ability to perform duties with a high level of professionalism, flexibility, discretion, judgment, diplomacy and tact.
- **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

- A bachelor's degree and/or five years of experience in nonprofit fundraising, donor relations, wealth management and/or related relationship management field.
- Working knowledge of fund development, planned giving, and philanthropy, and the ability to capably assist Fundholders in formulating plans, goals and/or strategies for their philanthropic giving.
- Successful cultivation and stewardship of corporate sponsors through creative, recognition strategy.
- Proficient in the use of Microsoft Office, Canva, Asana, email, CRM database, project management platforms, internet research and/or other similar tools.
- A portfolio of individual and corporate contacts who can assist with the Foundation's growth 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: April 2024
- Status: Full Time, exempt
- Target salary: \$65,000. 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.