

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 Philanthropy Assistant is an integral member of The Miami Foundation's Philanthropy team, serving as the backbone in overseeing administrative processes in place to manage donor relationships effectively. If you are a tech savvy, detail-oriented, proactive, and resourceful person capable of managing a wide range of administrative tasks to ensure the delivery of impeccable donor services, we want to hear from you!

The Philanthropy Assistant reports to the Director of Philanthropy and will have significant interaction with the Vice President of Philanthropy.

DUTIES & RESPONSIBILITIES

- Maintain accurate records, databases, and contact lists for donors, Fundholders, partners, and other stakeholders.
- Create and maintain important documents, reports, Fund agreements, addendums, gifts proposals, presentations, ensuring their accuracy and confidentiality.
- Provide basic support to donor inquiries, including but not limited to opening and closing of funds, creating grant recommendations, troubleshooting online portal inquiries.
- Take responsibility for moves management of donor records, which details status of relationships and progress to specific engagement goals.
- Collaborate with Gift Specialist to ensure effective gift intake and tax acknowledgement process.
 - Provide comprehensive administrative support: Arrange and coordinate meetings, convenings, and events, including logistics, catering, and preparation of meeting materials.
 - 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.
- Steward a small portfolio of relationships that have regular grant making schedules.
- Monitor local media outlets (Miami Herald, South Florida Business Journal, Daily Business Review, Miami New Times etc.) for news and information on philanthropic trends, Foundation donors and prospects.
- 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 donor and community engagement events.

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.
- **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

- High school diploma and three years of relevant experience or combination of education and relevant experience.
- Previous donor relations 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.
- Proficient in the use of Microsoft Office, Canva, Asana, email, CRM database, project management platforms, internet research and/or other similar tools.

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.

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| SPECIFICS |
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- Position available: April 2024
- Status: Full Time, non-exempt
- Target salary: \$24.04 per hour(based on an annual salary of \$50,000);. hourly, eligible for overtime pay. 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.