

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 Donations Specialist will support the Controller in leading the finance functions as they relate to incoming funds.

This position is responsible for overseeing the tasks related to the processing and recording of all Money-In functions and works closely with staff from all departments.

This key role is responsible for the accuracy and validity of data entered into the Foundation's Customer Relations Management software (Foundant C-Suite).

DUTIES AND RESPONSIBILITIES

- Identify and record all donations and other money-in transactions (i.e. checks ACH, wires, stocks, and online credit card donations).
- Monitor banking platforms for all incoming monies.
- Deposit checks using banking platforms and Foundant C-Suite software.
- Maintain and audit donor records by ensuring data compliance with policies and procedures.
- Monitor and reconcile established holding funds for unidentifiable transactions.
- Liaise with other staff departments regarding incoming transactions as well as research transactions to properly record in Foundant C-Suite in a timely manner.
- Prepare and distribute all gift acknowledgment letters.
- Manage account access and donor details for external giving platforms such as donor-advised funds and corporate or other giving sites.
- Recommend implementation and maintenance of internal financial control procedures related to the position.
- Assist with monthly and year-end closings, preparation, and coordination of the audit process.
- Perform other duties as required by the Controller or CFO.

POSITION REQUIREMENTS

Essential Qualities:

- A passion for ensuring data accuracy (extremely organized, process-oriented, and attentive to detail).
- Customer service oriented.
- Ability to prioritize and multitask in a fast-paced environment.
- Outstanding written, verbal, and interpersonal skills.
- Exhibits good judgment.
- High ethical standards.
- Desire to learn and make recommendations to improve systems and processes.

Desired Experience:

- Bachelor's degree in finance or a related field.



Donations Specialist Job Description (2024)

- Three to five years of relevant experience, preferably in nonprofit finance and/or philanthropy departments.
- One to three years of experience in database management and accounting processes in an environment where there is a high volume of transactions.
- Proven experience with customer service and communications skills.
- Excellent database management skills and data entry skills.
- Proficient in Microsoft Office (specifically Outlook, Word, and Excel).

SPECIFICS

- Position Available: Immediately
- Status: Full-Time, Exempt
- Salary: \$60,000 annually, commensurate with experience and qualifications

Please apply [here](#).

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.

The Miami Foundation's Anti-Discrimination Policy - The Miami Foundation shall not discriminate on the basis of 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, but are not limited to, hiring and firing of staff, selection of volunteers, selection of vendors, and provision of services.

The Miami Foundation practices and champions inclusiveness in our community. 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.