

THE FOUNDATION

The Miami Foundation builds the philanthropic, civic, and leadership backbone for Greater Miami. Since 1967, the Foundation has invested \$485 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 \$450 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 Collective Impact team is at the forefront of our Foundation's work to address Greater Miami's most pressing challenges by bringing together cross-sector partners to accomplish bold, equitable solutions as a unified force for change. The team builds powerful coalitions, listens deeply to the community, and oversees complex and important initiatives that impact the future of Greater Miami.

We are seeking a skilled and passionate Collective Impact Manager to lead our organization's collaborative efforts towards achieving positive social change. The Collective Impact Manager will oversee the design, implementation, and evaluation of our collective impact initiatives, working closely with stakeholders from different sectors and communities to address complex social problems.

The ideal candidate will have a deep understanding of collective impact principles, strong project management skills, excellent communication and facilitation skills, and a track record of successful collaboration across diverse groups of stakeholders.

The Manager will play an integral role in supporting the development, implementation, and scaling of the various Collective Impact initiatives ensuring that we continually improve how we manage and steward the work, while helping to expand the portfolio. This includes building and maintaining relationships with various internal and external partners.

The Collective Impact Manager will report to the Managing Director of Collective Impact and work closely with other members of the team to ensure alignment with organizational goals and strategic direction.

DUTIES & RESPONSIBILITIES

- Lead the development and implementation of collective impact strategies that address complex social problems and achieve measurable impact.
- Build and maintain strong relationships with stakeholders from different sectors and communities, including government, non-profit organizations, businesses, and community members.
- Facilitate collaborative processes and engage stakeholders in problem-solving and decision-making to achieve collective impact goals.
- Monitor and evaluate the effectiveness of collective impact initiatives, using data and feedback to inform continuous improvement and decision-making.
- Manage project timelines, budgets, and resources to ensure successful implementation of collective impact initiatives.
- Lead processes related to the grantmaking life cycle, including, setting up grant applications and responding to applicant and reviewer inquiries.
- Communicate progress, successes, and challenges to stakeholders and organizational leadership on a regular basis.

- Stay up-to-date with trends and best practices in collective impact, and integrate new insights into the organization's approach to social change.
- Represent the Foundation at community gatherings, virtually and in person, to support the work of partners as well as initiate conversations with potential partners.

In this role the successful candidate will also assist the Managing Director of Collective Impact as needed and other duties as assigned.

This role requires occasional availability outside of office hours for community engagement opportunities as well as transportation across the county for both events and partnership coordination.

POSITION REQUIREMENTS

Essential Qualities

- **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.
- **Facilitation and communication skills** - Strong facilitation and communication skills, with experience in bringing together diverse stakeholders and managing group dynamics. Excellent writing and grammar skills and general communications abilities written and verbal.
- **Strong interpersonal skills** - Strong interpersonal skills, with the ability to build and maintain relationships with stakeholders at all levels.
- **Proactive and solution-oriented** – An inclination to proactively seek opportunities to maximize impact or overcome challenges. Creative and resourceful in seeking or developing solutions.
- **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, with a proven track record of leading complex projects from start to finish.
- **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

- Bachelor's degree in a related field (such as social work, public administration, or non-profit management) or life experience
- Experience working in a programmatic role in the nonprofit/philanthropic, public, or education sectors in Greater Miami for 7+ years.
- At least 3 years of experience in collective impact or related fields (such as community organizing, program management, or stakeholder engagement).
- Deep understanding of collective impact principles and best practices, as well as experience in applying them in real-world settings.
- Data-driven mindset, with experience in using data to inform decision-making and evaluate the effectiveness of initiatives.

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: July 2023
- Status: Full Time, Non-exempt
- Target Salary: \$75,000, commensurate with experience and qualifications

- Place of work: Hybrid. Partially remote and partially in office or in community, on a weekly basis
- 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 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, 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.