



EVENT PLANNING ASSISTANT

THE FOUNDATION

The Miami Foundation is building the home base for generosity and community impact in Greater Miami. Since 1967, The Foundation has invested over \$900M to strengthen our community in partnership with more than 1,000 partners and over 60,000 donors. By accelerating leadership, generosity, and a sense of belonging across Miami, we inspire people to become changemakers, and we create ways for donors, nonprofits, leaders, and locals to work together on solutions for our community. At The Miami Foundation, everyone has a role they can play in creating a thriving Greater Miami.

POSITION DESCRIPTION

The Miami Foundation is seeking a values-driven, highly organized, collaborative, and solutions-oriented Event Planning Assistant to help the Foundation deliver large-scale, mission-driven convenings that inspire generosity, strengthen community engagement, and elevate the overall experience for donors, nonprofits, partners, and the broader public.

The Event Planning Assistant supports the work of the Strategic Communications Department and the planning and execution of Give Miami Day, the largest single-city giving day in the nation.

Department – Help produce high impact convenings led by The Miami Foundation throughout the year by translating strategy into action, managing timelines, coordinating logistics, and supporting operational readiness across a portfolio of events.

Give Miami Day - Serve as a central coordinator across teams, vendors, and partners to ensure seamless execution of a complex, multi-day campaign in November that includes Give Miami Day, the Give Miami 5K Race and Festival, Mission Control, and related community activations.

Department	Strategic Communications
FLSA Status	Non-Exempt
Pay Range	\$22.60- \$25.00 per hour (\$47,000 - \$ 52,000 annual equivalent), commensurate with experience and qualifications
Reports to	Give Miami Day and Special Events Director

DUTIES AND RESPONSIBILITIES

The Event Planning Assistant will be responsible for driving event planning, operational coordination, and execution management as follows:

Campaign and Event Planning

- Develop, maintain, and oversee master project plans for Give Miami Day and other assigned special events, integrating timelines and deliverables across programming, sponsorship, communications, and operations.
- Coordinate regular planning meetings with internal project leads and track milestones, action items, and dependencies across multiple events.
- Support risk assessment and contingency planning for all major events.
- Support with other special projects as needed.

Event Operations and Logistics

- Support the operational planning and execution of Give Miami Day events, including the 5K Race, Festival, Mission Control, and related activations.
- Support the planning and execution of other special events, convenings, and donor experiences hosted by The Miami Foundation.
- Coordinate load-in and load-out schedules, equipment deliveries, signage placement, staffing plans, and on-site logistics.
- Support permitting, insurance, safety planning, and compliance requirements in collaboration with internal teams and external partners.
- Assist with staff and volunteer scheduling, training, and day-of operations.
- Provide on-site leadership during Give Miami Day events and other special events, supporting overall logistics and coordination.
- Assist with real-time troubleshooting and decision-making during event execution.

Cross-Team Coordination and Vendor Management

- Ensure alignment across workstreams and support teams in meeting shared timelines and goals.
- Facilitate information flow and documentation to reduce silos and increase operational clarity.
- Support the management of external vendors and partners across Give Miami Day and other special events, including production teams, AV providers, venues, and activation partners.
- Track vendor deliverables, timelines, and on-site needs to ensure readiness and accountability.

POSITION REQUIREMENTS

Experience, Abilities & Skills

Experience - required

- Bachelor's degree or equivalent professional experience required.
- 2+ years of experience in event operations, project management, logistics, or related fields.
- Supporting large-scale, multi-stakeholder events or campaigns.
- Utilizing organizational and time management skills.
- Crafting excellent written and verbal communications to advance work.
- Coordinating with external vendors, partners, and internal teams.
- Proficiency with project management tools and shared documentation platforms.

Experience - preferred

- Working in nonprofit, foundation, or philanthropic organizations.
- Supporting multiple events or initiatives simultaneously.
- Familiarity with large-scale civic events, fundraising campaigns, or community activations.

- Managing complex run-of-show documents and on-site event operations.
- Bilingual.

Abilities

- **Love for Miami** – feels unwavering optimism and hope for the potential that Miami holds. The Miami Foundation team works hard every day to build a Greater Miami where everyone can thrive. We seek to work with inspirational professionals who have an insatiable curiosity and desire to develop a deep understanding of Greater Miami, the issues the community faces, and the vital work being done to address those issues.
- **Strong affinity for The Foundation’s values** – joy, asset-framed, brave, unifying, sustainable, equitable, intentional, leadership. Our values are not words in a document. They are how we approach everything we do at The Foundation.
- **A Growth mindset** –demonstrates an unwavering growth mindset, craves feedback to continually develop mastery in the role and to facilitate learning and engagement across our Greater Miami community.
- **Robust commitment to diversity, equity and inclusion** – prioritizes elevating voices, spreading power, and increasing opportunity for all.

Skills

- **Interpersonal and relationship-building** - excels in building strong, trusting relationships with internal teams, nonprofit leaders, sponsors, vendors, public and private sector partners, and community stakeholders; prioritizes collaboration and clear communication to ensure alignment, accountability, and smooth execution across all events.
- **Operational and coordination** - understands how to apply best practices in coordination, documentation, and information-sharing to support large-scale event planning. This includes the ability to clearly translate plans into actionable steps, maintain accurate run-of-show documents, and make sure all stakeholders have the information needed to execute effectively.
- **Project and event management** - deep cross-team collaboration, comfort navigating ambiguity, proactive problem-solving, and the ability to manage multiple timelines and workstreams simultaneously; brings strong organizational skills, attention to detail, and the discipline needed to meet deadlines while supporting dynamic, fast-paced event environments.

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.

APPLICANTS

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, gym reimbursement and the opportunity to establish a Staff Donor-Advised Fund (DAF), with a modest match from the Foundation.

When applying, please submit your resume [here](#).

Please reach out to talent@miamifoundation.org if you need any accommodation in applying.

The Miami Foundation is committed to equal opportunity for all, without regard to race, religion, color, national origin, citizenship, sex, age, veteran status, disability, genetic information, or any other protected characteristic. The Miami Foundation will make reasonable accommodations for known physical or mental limitations of otherwise qualified employees and applicants with disabilities unless the accommodation would impose an undue hardship on the operation of our business.