

**MARKETING AND DESIGN ASSOCIATE**

**THE FOUNDATION**

The Miami Foundation is building a Greater Miami where everyone can thrive. Since 1967, The Foundation has invested over \$900M to strengthen our community in partnership with more than 1,000 fundholders 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**

As the Marketing and Design Associate, you will bring your creativity, technical know-how, solutions orientation, strong attention to detail, time management, and communication skills to support the work of the Communications team and the Foundation at large.

The Communications Department creates and enables content that builds an understanding and affinity to The Miami Foundation, fosters awareness of the issues facing our community, inspires Miamians to care, and compels them to take action – both individually and collectively. They do this in four main ways:

- **Leadership** – by knowledge sharing and impact storytelling to inform and inspire people to action.
- **Connection** – by building The Miami Foundation’s brand and visibility in community through media and events to enable Miamians to connect to our work and get involved.
- **Generosity** – by maximizing Give Miami Day’s impact and deepening The Miami Foundation’s value proposition for new and current fundholders.
- **Strength** – by accelerating excellence in team, systems, and processes to strategically support the work of the entire foundation through excellent communications (i.e. website, email, social media, media pitching, etc.).

Department	Communications
FLSA Status	Non-Exempt
Pay Range	\$24.04 to \$27.40 per hour (\$50,000-\$57,000 annual equivalent,) commensurate with experience and qualifications
Reports to	Marketing Director; partners regularly with the entire Communications Team.

**DUTIES & RESPONSIBILITIES**

- Design and create pages within the Foundation’s website and microsities.
- Manage the visual design of emails sent by the Foundation, including (but not limited to) newsletters, bulletins, and event invitations.
- Create compelling social media graphics to enhance engagement and storytelling on the Foundation’s social media platforms.
- Design and produce visually compelling graphics for digital and print materials needed for the Foundation’s projects and initiatives.
- Manage and maintain visual assets, including support for the Communications Team’s photo and video banks.

# THE MIAMI FOUNDATION

- Collaborate with the marketing team to develop brand-aligned creative concepts and contribute to the evolution of the Foundation’s visual identity across platforms.
- Assist in planning and executing marketing campaigns, including scheduling and posting content.
- Monitor design trends and recommend innovative approaches to improve visual communication.
- Ensure all designs meet accessibility standards and brand guidelines.
- Collaborate with internal stakeholders to scope projects, prioritize requests, and meet timelines.
- Manage multiple design projects simultaneously while meeting deadlines and quality standards.
- Provide administrative support to the Communications team where necessary.
- Support the Communications team with other special projects as needed.

## POSITION REQUIREMENTS

### Experience, Abilities & Skills

#### *Essential*

- 2-4 years of professional experience in design-related work for marketing.
- Proficiency in Adobe Creative Suite (Photoshop, Illustrator, InDesign, Premiere Pro), Canva and equivalent design tools.
- Proficiency in utilizing WordPress and in designing/creating sophisticated webpages.
- Proficiency in utilizing Constant Contact and other platforms to create sophisticated emails.
- Demonstrated experience creating graphics for social media campaigns.
- Strong understanding of social media platforms and best practices for visual content.
- Excellent attention to detail and ability to manage multiple projects under tight deadlines.
- Strong communication and collaboration skills.
- Creative problem-solving and ability to translate ideas into engaging visuals.
- Familiarity with brand development and storytelling principles.

#### *Desired*

- Knowledge of basic HTML/CSS for web graphics (a plus).
- Video editing skills for short-form content (Instagram Reels, TikTok, YouTube Shorts).
- Experience working in nonprofit or mission-driven organizations.
- Portfolio showcasing a range of design projects.

This role requires occasional availability outside of office hours for Foundation events.

*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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## 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.

# THE MIAMI FOUNDATION

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

Please reach out to [talent@miamifoundation.org](mailto: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.