

THE MIAMI FOUNDATION

Retained Leadership Search

Vice President of Community Investments

Miami, Florida

Compensation: \$150,000- \$190,000

Contact:

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Client Profile:

The Miami Foundation

The Miami Foundation is building a Greater Miami where everyone can thrive. Since 1967, The Foundation has invested over \$772M to strengthen our community in partnership with more than 1,000 fundholders and 50,000 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.



The ***Vice President of Community Investments*** leads the Foundations efforts to truly understand the most pressing issues facing our region, to maintain deep relationships and partnerships across our vast network of nonprofit and community partners, to steer philanthropic dollars thoughtfully, impactfully, and in alignment with our highest values, and to bring together local changemakers to have a greater impact together than we could on our own.

The Vice President of Community Investment oversees a dedicated team of eight responsible for shaping and implementing a variety of robust grant programs, strengthening our nonprofit sector through year-round capacity building, maintaining regular community presence and community engagement, and overseeing special initiatives all designed to be responsive to our community's needs. They also work in deep partnership across our executive leadership team to help all departments to operate with deep understanding of our community, and to support our whole organization to lead with wisdom and context.

The ideal candidate for this role is an innovative, highly collaborative, strategic leader, with deep knowledge and extensive networks in Miami's nonprofit community, experience in grantmaking and capacity building, and a proven track record of leading empowered teams. They should have significant experience and demonstrated success in building coalitions, strengthening nonprofits, and driving impactful community initiatives

POSITION REQUIREMENTS

Team Leadership: Enabling, empowering and collaborating with departmental staff to operationalize big ideas for our foundation and our community.

- **Strategic Grantmaking:** Overseeing the full grant lifecycle—from strategy development and proposal submission to proposal review, site visits, and approval, managing competitive, donor-advised, or field-of-interest funds.

- **Community Leadership:** Representing the foundation in public, private, and nonprofit sectors to identify regional needs and foster collaboration.

- **Leadership Programs:** Manage the team overseeing our leadership development portfolio, including our Miami Fellows program, a fellowship for extraordinary rising leaders, as well as our team overseeing capacity building for nonprofit leaders both in the lead-up to Give Miami Day, and year-round at our collaborative space.



· Impact Assessment: Designing and implementing metrics to monitor and report program performance and evaluating the

PREFERRED EXPERIENCE

- Minimum of a bachelor's degree or equivalent work or life experiences.
- 15+ years of work experience, with a preference for social sector experience.
- Excellent skills and experience with Microsoft Office, Canva, and project management tools such as Asana or Microsoft Project.
- Multilingual is a plus.

ABILITIES

- Love for Miami – 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. An excellent candidate in this role feels unwavering optimism and hope for the potential that Miami holds.
- Strong affinity for The Foundation's values – joy, imagination, bravery, sustainability, togetherness, equity, leadership. Our values are not words in a document. They are how we approach everything we do at The Foundation. An excellent candidate for this role feels an affinity for these values and lives them out in their everyday life.
- Robust commitment to diversity, equity and inclusion – The Miami Foundation prioritizes elevating voices, spreading power, and increasing opportunity for all. An excellent candidate for this role will ensure that this happens across all knowledge leadership in which the organization engages.

SKILLS

- Strong interpersonal and relationship-building skills – The Miami Foundation is privy to so much knowledge because of its unique position as a collaborator and connector of philanthropists, nonprofit leaders, public and private sector professionals, and everyday Miamians. An excellent candidate for this role prioritizes and easily builds strong, trusting relationships that enable knowledge to more easily flow to all audiences.
- Communications excellence – To be successful in this role not only has strong writing, grammar and verbal communication skills, but this candidate also knows and can effectively implement best practices in communications to maximize engagement with The Foundation’s knowledge leadership resources.
- Project management expertise –, An exceptional candidate for this role cannot solely be an excellent independent operator. This role requires deep collaboration and input from multiple voices, the ability to navigate ambiguity, proficiency in proactively identifying solutions, and the management skills to adhere to deadlines and master competing priorities.

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.

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.