

THE FOUNDATION

Dade Community Foundation exists to enhance the quality of life for all residents of Miami - Dade County. Our mission is to encourage philanthropy and charitable giving by developing a permanent endowment to meet the community's current and future charitable needs. The Foundation uses its diverse philanthropic resources to support nonprofits addressing a range of issues and manages programs that develop communities and community leadership. The Foundation is seeking to expand its role in public affairs, civic leadership and engagement in Greater Miami and to increase the overall visibility of the Foundation and its work.

POSITION DESCRIPTION

- Responsible for the development and oversight of comprehensive public affairs, community leadership and communications strategies that position the Foundation as a philanthropic and community leader on significant public policy matters and raise its profile among key audiences and within the community.
- Reports to the President/CEO.

DUTIES

Public Affairs & Community Leadership

- Development and oversight of a new public affairs-focused website and related civic convening and engagement activities to inform the community on matters involving public policy in Miami-Dade, including identification of partners, shaping content development, and overall management of the project.
- Develops and executes strategies and activities to advance the Foundation's convening and community catalyst role, including dialogues, events and presentations to key audiences.
- Identifies potential civic engagement and civic leadership opportunities to strategically position the Foundation as an influential philanthropic and community leader on public policy matters of importance to the Foundation.
- Cultivates new relationships and strengthens existing ones with the Foundation's key community stakeholders, including elected officials, public-sector leadership, private-sector partners and other opinion leaders.
- Leads development of research on community issues and trends, tracks critical local, state and national policy issues and identifies strategic opportunities for Foundation grantmaking investment and public policy leadership and engagement.
- Works with other Foundation departments to identify and recommend community initiatives and signature partnerships to achieve greater community impact.

Communications:

- Development and oversight of a comprehensive communications program including strategies and activities that support the Foundation's overall brand and mission.
- Creates compelling messages that convey the mission, work and impact of the Foundation to internal and external audiences.
- Represents the Foundation publicly and advises and prepares executive communications.
- Guides development of publications and dynamic web strategies.
- Builds and maintains strong media relationships to improve quantity and quality of media coverage and increase community awareness about work and impact of the Foundation.
- As a member of the senior management team, participates in planning, managing and evaluating the Foundation's performance.
- Performs other work-related duties assigned by the President/CEO.

POSITION REQUIREMENTS**Experience, Abilities & Skills**

- Bachelor's Degree and 7+ years experience with progressive responsibilities including senior leadership experience within philanthropic, nonprofit, civic, public or private sector entities.
- Demonstrated leadership, public affairs, public policy and/or advocacy experience.
- Experience in the South Florida area with community or civic involvement; knowledge of and passion for the Miami-Dade community, its issues and dynamics.
- Proven track record in development and oversight of comprehensive communications strategies, strategic communications, marketing, branding and message positioning.
- Ability to deliver creative and innovative communications ideas and solutions.
- Genuine enthusiasm for the mission of the Dade Community Foundation.
- Demonstrated skills in convening and facilitation.
- Superb interpersonal skills in working with a wide range of stakeholders.
- High-level communication and presentation skills, both verbal and written.
- Results driven, with excellent planning and organizing skills.
- Disciplined self-starter, able to work independently and as a member of a team, to concurrently manage and drive results on a variety of projects.
- Comfortable in taking a hands-on approach to the work within a small team and the ability to balance leadership skills with effective functioning in a team environment.

SPECIFICS

Status: Full Time; Regular Exempt Employee

Salary: Compensation will be commensurate with individual experience and qualifications.

Please submit resume to Liz Johnstone at liz.johnstone@dadecommunityfoundation.org