



## Press Forward Administrative Coordinator Job Description (December 2024)

### THE FOUNDATION

The Miami Foundation builds the philanthropic, civic, and leadership backbone for Greater Miami. Since 1967, the Foundation has invested over \$650 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 \$540 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

Press Forward is a national philanthropic coalition housed at The Miami Foundation. It is investing over \$500 million to strengthen local newsrooms, close gaps in journalism coverage, advance public policy to expand access to local news, and scale the infrastructure needed for the sector to thrive. It is a collaborative philanthropic movement aiming to revitalize local journalism, drive pro-democracy coverage, and foster new norms and structures to ensure strong journalism supports a stronger democracy.

The Foundation is seeking a responsive, organized, and highly collaborative Administrative Coordinator who will provide critical support to the Press Forward Director and other team members, contributing to the seamless operation of the initiative.

The ideal candidate will exhibit exceptional attention to detail, initiative, and the ability to manage multiple projects with varying deadlines. In addition to standard administrative tasks, this role will also include responsibilities related to data entry and management, ensuring accurate and organized record-keeping. Like all members of the Press Forward team, the Administrative Coordinator position operates remotely; therefore, interested candidates must be adept at providing excellent administrative support without requiring in-person interaction.

### DUTIES AND RESPONSIBILITIES

- *Scheduling Support:* Manage schedules, appointments, and compile documents for meetings, ensuring that the Director is well-prepared for engagements. Prevent and mitigate scheduling conflicts and, at times, schedule group appointments for the Press Forward team with external partners.
- *Travel and Logistics:* Make travel arrangements, complete reimbursement requests and expense reports, and handle other logistics for the staff team, as needed.
- *Task Management:* Manage task lists and follow up on requests both internally and externally. Screen email messages, route them to the appropriate parties, and respond on behalf of the Director, as needed. Assist with technical tasks, including data entry, document formatting, and systems management.

- *Data Management:* Accurately input, maintain, and organize data, ensuring that systems are up-to-date and efficient for project tracking and reporting. Assist with compiling and organizing data for reports and presentations.
- *Customer Service:* Deliver outstanding customer service in all interactions with internal external stakeholders, ensuring timely follow-ups and efficient problem-solving.
- *Operational Efficiency:* Work with the team to anticipate and resolve operational challenges. Suggest and implement process improvements for better workflow.
- *Research and Reporting:* Conduct research and assist in compiling reports, presentations, and summaries for internal and external use. Generate reports, transcribe meeting minutes, and conduct research, as needed.
- *Collaboration:* Foster an environment of trust and cooperation among staff, external stakeholders, and partner organizations.
- Complete *other duties as assigned* by the Director, including project management of special initiatives.

#### **POSITION REQUIREMENTS**

##### **Essential Qualities**

- *Strong Customer Service Orientation:* With a focus on delivering exceptional care and quality to all stakeholders.
- *Virtual Support:* Previous experience providing high-level virtual administrative or program support, demonstrating efficiency in remote work.
- *Communication:* Superior oral and written communication skills, including the ability to interact with diverse groups and maintain strong professional relationships.
- *Organizational Skills:* Strong multitasking abilities, with the capacity to manage schedules, deadlines, and competing priorities in a fast-paced, dynamic environment.
- *Proactive Problem-Solving:* Ability to anticipate needs, identify challenges, and develop solutions without constant supervision.
- *Interpersonal Skills:* Strong interpersonal skills with the ability to connect and work with people from diverse sectors and backgrounds.
- *Adaptability:* Ability to work in a dynamic environment, adapt to changing priorities, and take the initiative to anticipate needs and improve processes.
- *Integrity:* High level of personal and professional integrity, with the ability to maintain sensitive and confidential information.
- *Team Collaboration:* A team player who can work independently and collaboratively, fostering a supportive and inclusive environment.
- *Technical Savvy:* Advanced technical skills with a strong understanding of how to use tools including Microsoft Office, Google Suite, SharePoint, Slack, Asana, Salesforce, Submittable, virtual communications platforms, and other software solutions critical to the role and the functions of the Press Forward team.



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**Desired Experience**

- At least four (4) years of administrative, office management, or operations experience.
- *Data Management*: Experience with data entry and management, ensuring accurate and organized records.
- *Familiarity with the Nonprofit Sector*: Familiarity with foundations and/or the nonprofit sector is a plus.

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*: Immediately

*Status*: Full Time, exempt

*Please note*: Press Forward is in its first, five-year phase. The initiative will undergo planning and reassessment at the end of this period (in 2028). As such, this position is time-bound through 2028 but may be extended thereafter.

*Salary*: \$50,000 - \$65,000. The final determination of the selected candidate's actual pay will be based on experience and qualifications.

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).

Please submit your resume and cover letter [here](#).

Please reach out to [hr@miamifoundation.org](mailto:hr@miamifoundation.org) if you need any accommodation in applying.

The Miami Foundation's Anti-Discrimination Policy - The Miami Foundation does 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 hiring and firing staff, selecting volunteers, selecting vendors, and providing services.

The Miami Foundation practices and champions inclusiveness. 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.