

# Press Forward »

## Search for **Development & Partnerships Manager** May 2025

### About Press Forward

**Press Forward** is a national philanthropic coalition investing over \$500 million to strengthen local newsrooms, close longstanding gaps in journalism coverage, advance public policy that expands access to local news, and scale the infrastructure needed for the sector to thrive. Fiscally sponsored by The Miami Foundation, Press Forward is a remote-first organization with a growing team of full-time and part-time staff, consultants, and coalition partners working nationwide to reimagine the local news ecosystem in the United States.

### About The Miami Foundation

**The Miami Foundation** builds the philanthropic, civic, and leadership backbone for Greater Miami. Since 1967, the Foundation has invested over \$770 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 \$570 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.

**Vitric Advisors** has been retained by The Miami Foundation to assist with this search. Specializing in work with philanthropic foundations, collaboratives, and coalitions, Vitric Advisors is a boutique strategy consulting firm dedicated to helping mission-driven organizations navigate complex challenges through executive coaching, strategic planning, organizational development, and thoughtful implementation. All inquiries, nominations, and applications should be submitted confidentially to Vitric Advisors as outlined at the end of this document.

## Position Summary

Press Forward is seeking a dynamic and strategic **Development & Partnerships Manager** to lead and manage Press Forward's fundraising efforts. Reporting to the Director, this role will be responsible for designing and executing a comprehensive fundraising strategy that cultivates meaningful partnerships with high-net-worth individual (HNWI) donors, foundations, and aligned philanthropic partners. The Manager will oversee the full fundraising pipeline, build and deepen relationships with donors and connectors (including management of a small portfolio of donors), and develop prospecting events and stewardship strategies that delight current and prospective funders from across the US.

This position will lead a small but growing fundraising team. Two existing team members will provide relationship management and stewardship support. In addition, the Manager will directly supervise a forthcoming fundraising support position focused on administrative coordination, prospect research, and donor logistics. The Manager will serve as the lead relationship manager for a select portfolio of Press Forward's most prominent individual and institutional donors.

The ideal candidate will be energized by developing an engaging fundraising strategy for a topic that many donors do not currently fund, building trust-based relationships, is driven by mission, and brings both the strategic foresight and hands-on execution ability needed in a fast-paced and evolving environment. This is an opportunity for a seasoned development professional to take a solid foundation and grow it. The Manager will inherit an active base of support and tested systems, and should bring a spirit of momentum, responsiveness, and action.

## Duties and Responsibilities

### Fundraising Strategy and Execution

- Build upon existing strategic thinking to develop and implement a fundraising plan to meet Press Forward's ambitious revenue goals.
- Build and manage a full fundraising pipeline, from identifying prospects to securing commitments and ensuring timely renewals.
- Oversee prospect research, cultivation, solicitation, engagement planning, and stewardship for both individual and institutional prospects and funders.
- Ensure strong alignment between fundraising goals and Press Forward's mission, programming, and impact strategy.

### Donor Relationship Management

- Serve as the primary relationship manager for a small portfolio of high-capacity donors and prospects.
- Develop a strategy to engage connectors and activate a referral network.

- Develop a strategy and various tactics for stewarding Press Forward’s donors, including leading the team in designing and implementing custom stewardship plans for major donors, ensuring consistent and meaningful engagement.
- Work with the Press Forward team to maintain and enhance the experience for current donors through thoughtful communications, events, and tailored outreach.

### **Team Leadership and Management**

- Lead a small development team by supporting two existing staff whose roles include relationship management and stewardship and later hiring and supervising an additional fundraising support staff position.
- Collaborate with senior leadership, program staff, and other Press Forward advisors and stakeholders to align fundraising strategy with organizational priorities.
- Cultivate a strong team culture grounded in collaboration, equity, and continuous improvement.

### **Event and Engagement Planning**

- Build and maintain a vibrant community of current donors, designing differentiated engagement strategies for individual donors and institutional partners. Oversee the planning and execution of donor cultivation events in key geographies.
- Coordinate regular touchpoints, such as learning sessions or working group calls, that foster connection, transparency, and collective ownership of Press Forward’s progress.
- Identify opportunities for the Director and senior staff to participate in speaking engagements, donor briefings, and strategic convenings.
- Support the development of donor-facing content, including quarterly newsletters and program updates.

### **Fundraising Operations and Infrastructure**

- Build upon, develop, and use various tools and systems to support donor tracking, including Salesforce and other digital tools.
- Ensure accurate record-keeping, timely follow-up, and clear reporting on fundraising progress.
- Partner with operations staff to develop tools and dashboards to monitor and report on fundraising metrics.

This list of duties and responsibilities 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.

## Position Requirements

We recognize that candidates may bring a variety of experiences and strengths. We encourage applications from individuals who meet most, but not all, of the qualifications listed below.

### Essential Qualities

- A track record of managing complex projects and a willingness to be hands-on in managing multiple workstreams.
- An adaptable professional who thrives in a dynamic, evolving environment and is eager to contribute to Press Forward's mission.
- Proven ability to build relationships with HNWI communities, foster collaboration, and work toward common goals with diverse stakeholders.
- A collaborative team player who demonstrably values diversity, equity, and inclusion in all aspects of their work.
- Strong interpersonal skills—including active listening and deep empathy—with the ability to engage with individuals from diverse backgrounds and lived experiences.
- Outstanding analytical skills with the ability to distill complex information into actionable insights.
- Proven collaborator, learner, and mentor with a positive approach and high emotional intelligence.
- Exceptional writing, editing, and interpersonal communication skills.
- Ability to engage with diverse stakeholders and audiences with authenticity and trust.
- Strong project management skills and a meticulous attention to detail.
- Willingness and ability to travel regularly for donor meetings, team gatherings, conferences, and key events—often monthly, and occasionally including evenings or weekends.
- Demonstrated alignment with The Miami Foundation's **team values** and enthusiasm to launch a high-paced national effort within a larger community institution.

### Desired Experience

- 10+ years of experience in fundraising, philanthropic advising, partnership development, or collaborative grantmaking.
- Successful track record cultivating and stewarding six- and seven-figure donors, including both individuals and foundations.
- 5+ years of experience managing and mentoring high-performing teams.
- Familiarity with the 501(c)(3) landscape and experience with pooled funds or collaborative giving vehicles.
- Experience building infrastructure and refining systems to support a robust prospect pipeline and donor engagement.
- Familiarity with high-net-worth donor and wealth advisor communities.

- Experience facilitating shared understanding, promoting a culture of reflection, and fostering continuous improvement.
- Experience using Salesforce or other digital platforms to support fundraising strategy.
- Bachelor's degree or equivalent professional experience.
- Experience in journalism, media, civic engagement, or democracy-related initiatives is a plus.

## Location

This position is remote. The candidate can live anywhere in the continental United States. The Manager must be willing and able to travel regularly for donor meetings, team gatherings, conferences, and key events—often monthly, and occasionally including evenings or weekends.

## Salary and Benefits

**The salary range for this full-time, exempt position is \$150,000 to \$180,000 annually.**

The final determination of the selected candidate's actual pay will be based on experience and qualifications. The Miami Foundation offers 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), which the Foundation will match when you contribute \$500 to your fund.

## Applications, Inquiries, and Nominations

Qualified candidates should submit a resume and cover letter with the subject line **"Development & Partnerships Manager Search"** to [careers@vitricadvisors.com](mailto:careers@vitricadvisors.com). Inquiries, nominations, and referrals may be directed here as well. **Press Forward will only review submissions that include all requested materials.**

Please reach out to [careers@vitricadvisors.com](mailto:careers@vitricadvisors.com) if you need any accommodation in applying.

Submissions will be reviewed on a rolling basis until the position is filled. However, interested candidates are encouraged to apply at their earliest convenience. The first review of materials will begin on **Friday, May 23, 2025**.

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.