

PROLANTHROPY

PROFESSIONAL ATHLETES | MANAGED PHILANTHROPY | CHANGED LIVES

CROSS DEPARTMENTAL SUPPORT COORDINATOR

CORPORATE OVERVIEW:

Prolanthropy is the largest and most successful provider of philanthropy management services in professional sports, specializing in the formation and management of non-profit Foundations of professional athletes. Having established an industry leading presence built on nearly two decades of world-class results, Prolanthropy provides clients with the fiduciary, governance, fundraising, event, programming and marketing expertise needed to achieve their philanthropic goals.

POSITION:

The Cross Departmental Coordinator plays an integral role on the team and is responsible for providing administrative support within a Prolanthropy Client Team. The Cross Departmental Support Coordinator will adopt the core values of Prolanthropy to meet Foundation and Prolanthropy goals.

This permanent, full-time, hourly position is located at the headquarters of Prolanthropy in Florence, Kentucky. With an international reach, this is an excellent opportunity to work within the world of philanthropic endeavors, sports management and sports marketing.

This position will provide operational administrative support to Foundation Client Teams on information systems-based tasks and routine project related administrative tasks. This position will have exposure to the management functions and all technology platforms used to manage information.

KEY RESPONSIBILITIES:

Primary duties and responsibilities will include providing support where needed to all departments on both computer/information-based tasks and routine and project related physical tasks. This job will obtain exposure to the information/knowledge management and supporting functions of all technology used to manage information. The core functions will be across departments and foundation management teams and will allow for efficiency and improvement in these functions.

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CORE FUNDAMENTALS:

- Possess personal character qualities with demonstrated experiences that match the Core Values of Prolanthropy
- Be a self-starter that possesses strong business acumen with problem-solving/resolution skills
- Possess strong planning, research, and communication skills
- Work well under pressure, and possess excellent time-management and organizational skills
- Demonstrate excellent written and verbal communication skills with an ability to concisely and accurately convey information to a variety of internal and external constituents
- Be flexible and creative, able to easily think “outside of the box” to find creative solutions
- Be organized with a keen attention to detail
- Demonstrate the ability to work well in a team environment; be a team player who can take and give direction and works well in a fast-paced environment; ability to deliver effective turnkey solutions in a limited timeframe
- Take ownership of multiple projects at once, managing themselves with little to no supervision

QUALIFICATIONS:

- Associates degree or 2 years administrative work experience
- Demonstrated success in producing managing multiple deliverables
- Proficiency in all Microsoft Office platforms, with a higher level of understanding and knowledge of Microsoft Excel
- Consent to a pre-employment background check including education and work history verification, as well as a criminal background check
- Be legally qualified to work in the United States
- Be able to lift up to 30 lbs. occasionally without discomfort
- Must be able to work during Prolanthropy’s business hours of 8am – 5pm Monday – Friday.

COMPENSATION:

Hourly Compensation: \$38,000 – \$45,000 per year based on level of experience.

A Benefits Package that includes:

- 10 paid holidays
- 10 days paid vacation
- 4 days paid sick leave in the anniversary year
- Monthly work remote day
- Cafeteria Healthcare Plan
- 401k Plan
- Employee Bonus Plan