

# PROLANTHROPY

PROFESSIONAL ATHLETES | MANAGED PHILANTHROPY | CHANGED LIVES

## DIGITAL CONTENT 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 Digital Content Coordinator plays an integral role on the team and is responsible for executing the digital media/content strategies for Prolanthropy and Prolanthropy's clients.

This permanent, full-time, 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.

### **KEY RESPONSIBILITIES:**

The Digital Content Coordinator is a highly creative role that will support the development, execution, and delivery of content across all our client's digital platforms. The ideal candidate will have strong content, communication, and organization skills to be successful in this role.

### **PRIMARY RESPONSIBILITIES:**

- Designs and produces social media content, digital ads, emails, and blogs
- Schedules and distributes marketing content (website, email marketing, mailers, etc)
- Builds emails with HTML for desktop and mobile and ensuring each renders correctly across different browsers
- Work closely with internal Client teams to ensure flawless integration with back-end technology
- Updating and refreshing content on the website
- Collaborates on content curation, posting, and management of content calendar
- Develops web materials for online marketing campaigns.
- Aids with general administrative tasks to help marketing Client Teams stay organized.
- Collaborates with internal teams to optimize the client experience

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## **QUALIFICATIONS:**

- Associates degree or a combination of equivalent experience or honorable military service.
- 6 months of professional content management/creation experience required
- Working knowledge of HTML and CSS
- Prior experience in Content management systems for websites
- Prior experience with email marketing platforms
- Understanding of JavaScript frameworks to create rich interactive content
- Proficiency with Adobe CS
- Highly creative with experience developing digital content that engages, informs and motivates
- Detail and results-oriented
- Good interpersonal skills and ability to be a team player
- Ability to multi-task in a fast-paced environment
- Self-Motivated and goal-oriented individual
- Excellent research, communication and time management skills
- Strong proofreading and written communication skills

## **COMPENSATION:**

Starting Salary: \$35,000 – \$40,000 per year based on level of experience with a benefits package which 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

## **Successful candidates will:**

- Be legally qualified to work in the United States
- Will consent to a pre-employment background check including education & work history verification, as well as criminal background check

Please e-mail resume and cover letter inclusive of salary requirements [hr@prolanthropy.net](mailto:hr@prolanthropy.net). Only emails sent to [hr@prolanthropy.net](mailto:hr@prolanthropy.net) will be considered. Please do not reach out via telephone, cold call visit or e-mailing staff to addresses other than the above email address or your resume will not be reviewed or considered. **Please include “Digital Content Coordinator” in the subject line of your resume submission.**