

PROLANTHROPY

PROFESSIONAL ATHLETES | MANAGED PHILANTHROPY | CHANGED LIVES

FOUNDATION ADMINISTRATIVE 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, event, programming and marketing expertise needed to achieve their philanthropic goals.

POSITION:

The Foundation Administrative Coordinator plays an integral role in the team and is responsible for providing support in all aspects of executing the Annual Strategic Plans of our foundations, including, but not limited to, information systems based tasks. working within the core values of the company to meet the company goals. Each Foundation Administrative Coordinator will be a part of the team that serves a specific portfolio of Foundations,

This part-time, hourly position will be 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 as well as in sports management and sports marketing.

Successful candidates for this role are high-performing individuals that have a drive to produce consistent results and an ability to maintain personal motivation to independently achieve stated goals.

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KEY RESPONSIBILITIES:

- Foundation Operations and Marketing/Communications Support
 - Reports to Foundation's Director of Client Operations.
 - Responsible for ensuring that digital platforms of the foundation are up to date and accurate based on information shared by team
 - Information and contact management for critical partners and vendors of foundation
- Non-event Fundraising Support
 - Documentation of auction for all events
 - Monitor and document non-event fundraising campaigns such as Pledge It, Spotfund, Prizeo, etc. for assigned Foundations.
- Program & Event Support
 - Clerical and administrative tasks
 - Volunteer procurement and management
 - Data entry for ongoing reports and tracking, including in-kind donation tracking
 - Shipping, purchasing and logistic tasks
 - Receipt and invoice processing
 - Maintaining event sites through third party vendor including uploads of information and photos and post event information
 - Website posting
 - Digital asset management
 - Social media scheduling and posting and DM monitoring and response
 - Testing and QA for all digital platforms
 - Maintaining donor database in email platform
 - Maintain and update event records in various MS Office applications.
 - Complete and organize post-event and program data, budgets and reports accurately and in a timely manner.
 - Registration information management for all events and programs

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FOUNDATION ADMINISTRATIVE COORDINATOR MUST:

- Possess personal character qualities with demonstrated experiences that match the Core Values of the company
- Ability to absorb and retain information quickly
- Desire to learn new skills
- Dependable and reliable
- Ability to follow instructions completely
- Exceptional customer service orientation
- Possess strong planning, research, and communication skills
- Work well under pressure, and possess excellent time-management and organizational skills
- Ability and willingness to travel up to 30% of work time
- 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 tasks at once, managing themselves with little supervision
- Experience within the sports industry is a plus

SKILLS AND QUALIFICATIONS:

- Demonstrated success in producing managing multiple deliverables
- Strong documentation skills
- Social media knowledge and use
- Digital media understanding
- Web research through various outlets
- 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
- Proficiency in in all Microsoft Office platforms, with a higher level of understanding and knowledge of Microsoft Excel