

OPERATIONAL VICE PRESIDENT AND MANAGING DIRECTOR, CLIENT FOUNDATIONS

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 Operational Vice President and Managing Director Client Foundations is responsible of the day-to-day operations of their respective Foundations as well as team management. This position reports directly to Prolanthropy's COO.

This full-time 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.

PRIMARY RESPONSIBILITIES INCLUDE:

Client Team Leadership and Management:

- Accountable for leading a multi-functional sales and operations team to deliver impact, fundraising and outreach programs that meet each client's Foundation goals

New Client/Foundation Development:

- Introduction of the Client to the Prolanthropy Client Management Team
- Establish the Client's Foundation impact and outreach vision
- Collaborate with Leadership Team to develop concepts for the Foundation outreach programs and fundraising
- Collaborate with Prolanthropy or external Marketing & Media to launch new Foundation website

Client/Foundation Management:

- Ownership and accountability for the Client relationship for multiple Client Foundations
- Ownership of Client's Foundation strategy and results in fundraising, events and programs
- Accountable for establishing and achieving Foundation revenue and expense goals (P&L)

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- Communications with Client Stakeholders
- Management and cultivation of the Foundation advisory Executive Board

Foundation Impact and Outreach Program Development:

- Collaborate with the Client and Prolanthropy staff to establish impact goals and outreach strategy
- Accountable for developing and delivering the annual case for support
- Management and cultivation of outreach program partnerships and Sponsors

Executive Advisory Board Development:

- Recruiting and orientation of the Foundation's advisory Executive Board
- Ownership and management of the Foundation's advisory Executive Board relationships
- Recruiting and integration of new advisory Executive Board Members

Executive Board/Board of Directors Management:

- Accountable for consistent strategy and budget status communications with Foundation advisory Executive Board and fiduciary Board of Directors
- Lead two advisory Executive Board meetings per year
- Publish executive and financial summaries each quarter
- Lead Major Gifts training and solicitation process with the advisory Executive Board

Sponsorship Development and Management:

- Recruit, sell and manage sponsorships for fundraising events and outreach programs that meet revenue goals
- Negotiate agreements with event venues and Sponsors
- Negotiate agreements with outreach program partners and Sponsors
- Cultivate ongoing relationships with Sponsors

To be considered for the Position, the Job Qualifications are as follows:

- 4-year college degree required
- Minimum 6-8 years of experience in Account Executive Management and Sales
- Demonstrated success in implementing effective event management strategies
- Proficiency in Outlook, MS Word and Excel
- Strong Planning, organizational, research and budgeting skills
- Strong written, verbal and interpersonal communication skills
- Ability to prioritize and successfully complete multiple tasks with attention to detail
- Ability to travel 30% of the work days within the United States, Canada or Mexico
- Must possess excellent time management and organizational skills
- Experience within the non-profit and sports industries is a plus, but not required

Please email Resume, Cover Letter and Salary requirements to: hr@prolanthropy.net. Only submissions that include Resumes, Cover Letter and Salary Requirements will be considered. Please do not reach out via telephone, cold call visit or emailing staff to addresses other than the above as your resume will not be reviewed. For your resume to be considered, you must include the title "Operational Vice President, Managing Director" in the subject line in your email submission. Employment is subject to reference, education and background check validation. Prolanthropy is an Equal Opportunity Employer.