

PROLANTHROPY

PROFESSIONAL ATHLETES | MANAGED PHILANTHROPY | CHANGED LIVES

OPERATIONS MANAGER

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 Operations Manager plays an integral role in the team and is responsible for providing expertise in the areas of charitable Foundation operations, planning, coordination and execution of outreach programs, fundraising events and non-event fundraising campaigns, working within the core values of Prolanthropy to meet Foundation and Prolanthropy goals.

This full-time, salaried 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, high-energy 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(s) Operations and Marketing/Communications Management:

Manages general activities of assigned Foundation's operations including Program & Events and Marketing/Media functions and/or vendors

Compliant with all operational and financial internal processes.

Adheres to current operational systems, including Entrepreneurial Operating System

Reports to Foundation's Director of Client Operations

Ensures that Foundation(s) project milestones/goals are met and adhere to approved Foundation budgets

Maintain and execute with excellence multiple Foundation outreach programs and fundraising events for assigned Foundation(s) clients at one time while working within the given timeline to complete appropriate tasks

Execute with success the Annual Strategic Plan for the Foundation

Responsible for ensuring that digital platforms of the Foundation(s) are up to date and accurate

Non-event Fundraising Management:

Execute Live Auction, Silent auction and Fund-A-Need strategies of assigned Foundation's fundraising events.

Manage and oversee non-event fundraising campaigns such as Pledge It, Spotfund, Prizeo, etc. for assigned Foundations.

Program & Event Management:

Deliver all aspects of the strategic and tactical program and event operating plan including budget creation, contract negotiation, site selection, program recipient research and selection, agenda scheduling, food & beverage selection, invitation process, staffing, on-site set-up and logistics and more

Analyze budgets, working closely through program and event development and execution to manage cost control

Develop and manage operational timelines and milestones for assigned client Foundation(s) outreach programs and fundraising events.

Professionally communicate and negotiate with numerous vendors and suppliers, program recipients, sponsors, client constituents, volunteers, contract labor partners and the internal client team

Maintain and update event and program records in various MS Office applications

Complete and organize post-event and program data reporting inclusive of budget comparisons accurately and timely

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OPERATIONS MANAGER MUST

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

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 projects at once, managing themselves with little to no supervision

Experience within the sports industry is a plus

QUALIFICATIONS:

4-year college degree

Demonstrated success in producing managing multiple deliverables

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

Be able to travel as much as 30% of your work time

Be able to work evenings, weekends and occasional holidays

Proficiency in all Microsoft Office platforms, with a higher level of understanding and knowledge of Microsoft Excel

COMPENSATION

Base Salary Range:

\$37,500 - \$45,000 per year based on program, event and communications management experience.

A Benefits Package which includes:

Monthly health insurance allowance

Monthly mobile phone allowance

401k

A minimum of 10 paid holidays

A minimum of 10 days paid vacation

4 days paid sick leave in the anniversary year

Flex-time and a weekly work remote day