

Director - Foundation Operations

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 Foundations with the fiduciary, governance, event, programming and marketing expertise needed to achieve their philanthropic goals.

POSITION:

The Director of Foundation Operations (DFO) is responsible for the day-to-day operations of their respective Foundation groupings, as well as team management and collaboration with other Team departments.

The DFO plays an integral role in the team and is responsible for providing expertise in the areas of team management, operations, planning, coordination and execution of fundraising events and outreach programs. The DFO will work within the Core Values of Prolanthropy to meet foundation and Prolanthropy goals. This position reports directly to a Managing Director (MD).

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.

***Prolanthropy utilizes the Goering Center's DISC Model and The Six Types of Working Genius Assessment which assesses the strengths, weaknesses, and personality types of current staff and future staff candidates. Candidates should be familiar with these assessment tools and be prepared to take one or both if selected for an interview. Additionally, the candidate may be asked to also take the Tri-Metrix assessment tool.**

QUALIFICATIONS:

- Three (3) years of experience in event management and/or nonprofit fundraising
- One (1) year of team management experience, including hiring and performance reviews
- Experience navigating paid vendor relationships, including contract negotiations
- Experience developing new processes and systems for project deliverables
- Knowledge of nonprofit event fundraising, including auctions, fund-a-need appeals, etc.
- Knowledge of the sports or entertainment industry is preferred
- Proficiency in all Microsoft Office platforms, with a higher level of understanding and knowledge of Microsoft Excel, Outlook, and SharePoint
- Demonstrated success in managing nonprofit financials, including achieving revenue goals
- Consent to a pre-employment background check including 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. and stand on your feet for 12+ hours a day indoors and outdoors
- Provide a resume, cover letter and salary requirements

- **Be able to travel as much as 30% of work time, or higher during peak seasons; includes occasional weekend travel**

Key Responsibilities:

- Foundation Team Management:
 - Accountable for managing a Foundation operations team to produce fundraising events and outreach programs that meet each Foundation's financial and impact goals
 - Ensure flow of communication between MD and Operations Team
 - Serve as decision-maker on all personnel actions related to subordinate operations staff, including but not limited to compensation, benefits, etc.
- Foundation Operations Management
 - Manage all day-to-day operations of Foundations
 - Develop operational processes and systems to improve efficiency of foundation operations
 - Ensure that Foundation project milestones/goals are met and adhering to approved Foundation budgets
 - Oversee the execution of multiple foundation fundraising events and outreach programs for assigned Foundations at one time and work within the given timeline to complete appropriate tasks
 - Maintain key relationships with external operational vendors, including auctioneers, emcees, and other partners
 - Achieve in-kind donation goals
- Marketing & Media Collaboration
 - Coordinate with Marketing & Media to ensure all promotional collateral and digital assets are produced in accordance with event planning timelines
 - Manage in-kind marketing, public relations and media partnerships and sponsorships for Foundation events in collaboration with Marketing & Media
 - Provide Marketing & Media with necessary information for initiative success
 - Coordinate Marketing & Media on national media needs
- Program & Event Management
 - Develop Live Auction and Fund-A-Need strategies of assigned Foundation's fundraising events
 - Oversee Foundation operations team to execute program and event planning per the foundation's strategic plan
 - Analyze budgets during Program & Event execution to manage cost control
 - Develop and manage operational timelines and milestones for assigned fundraising events and Foundation outreach programs
 - Professionally communicate and negotiate with numerous internal and external stakeholders
 - Maintain and update event records in various MS Office applications.
 - Complete and organize post-event data, budgets and reports accurately and in a timely manner

Role Breakdown:

The ideal candidate for Director of Foundation Operations must perform the following:

- Create clarity
- Facilitate communication
- Bring about resolution
- Keep team's focus centered
- Establish accountability
- Unite the team
- Manage projects well
- Follow through
- Move team in singular direction
- Break down barriers/obstacles
- Prioritize strategically
- Execute with excellence
- Generate consistency
- Achieve profitability results
- Delegate when needed
- Harness the ideas of the MD
- Maintain compliance with SOPs
- Integrate with leadership team
- Embrace working in the trenches
- Demonstrate leadership

The ideal candidate for Director of Foundation Operations is:

- Personally accountable
- Adept at self-management
- Decisive
- Good at planning and organizing
- A strong leader and manager
- An effective conflict manager
- A catalyst for team cohesion
- A goal achiever
- A conceptual thinker

Role Requirements:

- Performance and personal qualities that match the Core Values of the Company
- Adopt and use Entrepreneurial Operating System (EOS) as a management system for projects and team members.
- Be a self-starter with problem-solving skills
- Possess strong planning, research, and communication skills
- Work well under pressure, possess excellent time-management abilities and have organizational skills with attention to detail
- Demonstrate excellent written and verbal communication
- Be flexible, creative, and able to think "outside of the box"
- The ability to work well in a team environment; be a team player who can take and give direction
- Take ownership of multiple projects at a single time, managing themselves with little to no supervision
- Available to work remotely in a productive setting

Please e-mail resume and cover letter inclusive of salary requirements to hr@prolanthropy.net. Only emails sent to 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 "Director – Foundation Operations" in the subject line of your resume submission.