

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

POSITION:

The Operations Manager (OM) is responsible for the day-to-day operational planning of their respective Foundation groupings, as well as collaboration with other Team departments.

The OM 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 fundraising events and outreach programs. The OM will work within the Core Values of Prolanthropy to meet Foundation and Prolanthropy goals. This position reports directly to the Director of Foundation Operations (DFO) within the assigned client portfolio team.

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:

- At least three (3) years of experience in for-profit and/or non-profit event management
- Demonstrated success in managing and producing multiple deliverables at one time
- Experience navigating paid vendor relationships, including contract and cost negotiations
- Demonstrated success in monitoring non-profit financials, including managing expenses
- 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
- 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 Operations Management
 - Manage all day-to-day operations of Foundations, serving as the on-site operational lead for execution of all events and programs
 - Comply with all internal operational and financial processes
 - Ensure that Foundation project milestones/goals are met and adhere to approved Foundation budgets
 - Maintain and execute multiple Foundation fundraising events and outreach programs for assigned Foundations at one time and work within the given timeline to complete appropriate tasks by their assigned deadlines
 - Maintain key relationships with external operational vendors, including venues, caterers, audio-visual experts, entertainment, rental companies, and other partners

- Program & Event Management
 - Develop Silent Auction strategy of assigned Foundation's fundraising events, aligning with the Live Auction strategy being used by the assigned DFO
 - Achieve Silent Auction revenue goals for each event, set by the Managing Director
 - Execute program and event planning per the Foundation's strategic plan
 - Deliver all aspects of the strategic and tactical program and event operating plan, including budget creation, contract and cost negotiation, site research and selection, program recipient research and selection, agenda scheduling, food and beverage selection, staffing, on-site set-up and logistics, and more
 - Analyze budgets during program and event execution to manage cost control
 - Develop and manage operational timelines and milestones for assigned Foundation fundraising events and outreach programs
 - Professionally communicate and negotiate with numerous vendors and suppliers, program recipients, sponsors, client constituents, volunteers, contract labor partners and internal client team
 - Maintain and update event and program records in various MS Office applications
 - Complete and organize post-event and program data, budgets and reports accurately and in a timely manner

- Cross-Departmental Collaboration
 - Submit appropriate ePO's, forms or other paperwork to Purchasing that includes necessary information for event and program orders, including swag items, noncash awards, supplies and more
 - Work with the Shipping Department and the Foundation Administrative Coordinator (FAC) to ensure shipments are appropriately packaged, labeled, picked up, delivered and tracked for each event and program
 - Coordinate with Marketing & Media to ensure all information has been provided to produce collateral, signage and other items specifically needed on-site to execute each event and program
 - Complete orders for IT equipment needed on-site for event and program execution
 - Provide information to Auction Fulfillment for all physical items and experiences left unfulfilled after each event, allowing he/she to fulfill each in a timely manner with little-to-no management by the client team

Role Breakdown:

The ideal candidate for Operations Manager must perform the following:

- Communicate effectively
- Focus on the goal
- Manage projects well
- Follow through
- Prioritize strategically
- Execute with excellence
- Generate consistency
- Manage time efficiently
- Achieve profitability results
- Delegate when needed
- Maintain compliance with SOPs
- Embrace working in the trenches
- Demonstrate teamwork
- Do the right thing

The ideal candidate for Operations Manager is:

- Personally accountable
- Attentive to details
- Good at planning and organizing
- A self-starter
- An effective problem-solver
- Relationship manager
- A goal achiever
- Adept multi-tasker

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 meetings
- 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 exceptional 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 "Operations Manager" in the subject line of your resume submission.