

SENIOR VICE PRESIDENT OF FOUNDATION OPERATIONS

CORPORATE OVERVIEW:

Our Purpose: Prolanthropy exists to disrupt the archaic narrative that charitable giving must be driven by guilt and to end shame for those receiving aid from charities

Our Niche: We create once-in-a-lifetime experiences where our clients, donors and recipients feel like rock stars and become fanatical followers of our managed foundations.

Prolanthropy is the largest and most successful provider of philanthropy management services in professional sports and collegiate coaching, specializing in the formation and management of not-for-profit charitable foundations of professional athletes and coaches. 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.

Corporate culture fit is of primary importance to Prolanthropy. Our business is unique, and our success is dependent upon having the right people on our team. We have built a close-knit, team focused business in an ever-changing industry. We believe that winning teams are filled with patriotic, humble, hungry, and emotionally intelligent teammates. Our corporate culture of teamwork can only exist in physical proximity and thus, we are an in-person workplace with limited availability for remote work.

POSITION:

As a member of Prolanthropy's Leadership Team, the Senior Vice President (SVP) of Foundation Operations (FDN OPS) is responsible for managing Prolanthropy's FDN OPS group. The SVP of FDN OPS must be a leader who is able to help others at Prolanthropy deliver predictable and measurable development results that make the vision a reality. To be successful, SVP of FDN OPS must have the skills, sensitivity, and personal confidence to tap into the power that each member of the team brings to this mission. While it is essential that the SVP of FDN OPS bring efficient and effective development systems to increase the financial results of our client's organizations, it is also critical that the team retain the creative spark that drives the Prolanthropy model. In this role, the SVP will be responsibility for the management, innovation and improvement of Prolanthropy's Foundation Operations Strategies, Platforms, Systems and Staff.

This position reports directly to Prolanthropy's CFO & Integrator. 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 DiSC Model, TriMetrix and The Six Types of Working Genius Assessment to assess the strengths, weaknesses, and personality types of current staff and future staff candidates. Candidates

should be familiar with these models and/or be prepared to take one or more of these assessments, if selected for an interview.

PRIMARY ROLE OF THE SENIOR VICE PRESIDENT OF FOUNDATION OPERATIONS:

The primary role of the SVP of FDN OPS is to lead the Foundation Operations Team.

THE SVP of FDN OPERATIONS ROLE IS TO:

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	Inspirer
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
Be the Operations “spark plug”	Passion provider
Big problem solver	Creating culture of excellence
Developer of ideas/breakthroughs	Be a Learner, researcher, and discoverer

THE SVP of FDN OPERATIONS DNA:

Personally accountable	Adept at self-management
Decisive	Good at planning and organizing
A strong leader and manager	Inventive and Innovative juice
Has lots of ideas/idea creation/growth ideas	Strategic thinker
Always see the big picture	Creative problem solver (big problems)
Create new systems and services	Trustworthy

SVP OF FDN OPS RESPONSIBILITIES:

- Leadership Team
 - Participate as a member of Prolanthropy’s Executive Leadership Team collaborating with the CEO, CFO, SVP of Marketing & Media and SVP of Foundation Development.
 - Be the EOS Evangelist for the FDN Ops team and utilize EOS to manage the department
- Foundation Operations Team Leadership & Management:
 - Serve as the Visionary (Ideation, Innovation, etc) for Foundation Operations.
 - Responsible for Prolanthropy’s Income from Foundation Operations.
 - Accountable for managing the Foundation Operations Team to produce fundraising events and outreach programs that meet each Foundation’s financial and impact goals. These events and outreach programs **must** fulfill our niche of producing once-in-a-lifetime experiences where our clients, donors and recipients feel like rock stars.
 - P&L accountability for the Foundation Operations Team.
 - Ensure flow of communication between the Foundation Operations Team, Finance & Administration Team, Marketing & Media Team and Foundation Development Team
 - Be the chief advocate and voice for the Foundation Operations Team.

SECONDARY ROLE OF THE SENIOR VICE PRESIDENT OF FOUNDATION OPERATIONS:

The secondary role of the SVP of FDN OPS is to serve in the capacity of a Director of Foundation Operations (DFO) for as many as 1-2 clients until this position's primary role becomes fully leadership and management focused.

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.

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- 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

TO BE CONSIDERED FOR THE POSITION, THE JOB QUALIFICATIONS ARE AS FOLLOWS:

The successful candidate is desired to have held a corporate event and/or fundraising event leadership position with a for-profit company or a non-profit organization. The candidate is desired to have produced events specifically for high-net worth and celebrity attendees. As noted, this is an organization driven by its' Core Values, so experience in managing in a "values driven" organization will be highly desired.

Additional requirements are:

- Results—proven track record of exceeding goals and a bottom-line orientation. Evidence of the ability to consistently make good decisions through a combination of analysis, wisdom, experience, and judgment. High level of business acumen, including successful P&L management and the ability to balance the delivery of programs against the realities of a budget; problem solving, project management, and creative resourcefulness.
- 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.
- Strategic Vision and Agility—ability to think strategically, anticipate future consequences and trends, and incorporate them into the organizational plan.
- Capacity Building—ability to effectively build a team and staff capacity, developing a professional workforce and the processes that ensure the organization's operations are accomplished smoothly, effectively, and efficiently.
- Leadership and Organization—exceptional capacity for managing and leading people. A team builder who has experience in scaling up organizations. Has the ability to connect with staff both on an individual level and in large groups. Has the capacity to enforce accountability, develop and empower topnotch managers and associations from the bottom up, lead from the top down, cultivate entrepreneurship and a culture of thinking like businesspeople and learn the strengths and weaknesses of the team so as to put people in a position to succeed.
- Action Oriented—enjoys working hard and looks for challenges and is able to act and react as necessary, even if limited information is available. Candidate is not afraid to take charge of a situation and can overcome resistance to leadership and take unpopular stands when necessary.
- General Management—thorough understanding of finance, systems, and HR. Has a broad experience with the full range of business functions and systems, including strategic development and planning, budgeting, business analysis, finance, information systems, human resources, and marketing.
- Solid educational background—4-year college degree preferred, but not required.
- Desired two (2) or more years in leading a group of event management and/or nonprofit fundraising professionals that includes, but is not limited to, employee management, hiring, training system development/manager and performance reviews.
- Experience in managing and navigating vendor relationships, including contract negotiations.
- Experience in developing new processes and systems for project deliverables.
- Experience within the non-profit and sports industries is a plus, but not required.
- Experience serving and developing experiences for high-net worth individuals and celebrities.

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- Knowledge of nonprofit event fundraising, including auctions, fund-a-need appeals, etc. is a plus, but not required.
- Demonstrated success in achieving financial goals.
- 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 physically lift as much as 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 15% of work time, or higher during peak seasons - including occasional weekend travel.

COMPENSATION AND BENEFITS:

Compensation: up to \$88,500/year for total compensation package plus bonus dependent upon level of experience along with additional benefits package which includes:

- 10 paid holidays
- 10 days paid vacation
- 4 days paid sick leave in the anniversary year
- Weekly work remote day
- Cafeteria Healthcare Plan
- 401k Plan
- Employee Bonus Plan

Work schedule: 40+ hours per week, Full-Time, Permanent, Exempt

Probationary Period: Applicable to make certain both employer and employee are aligned

Working location: in our Florence office and one remote day per week

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 "Senior Vice President of Foundation Operations" in the subject line in your email submission.

Employment is subject to reference, education, and background validation as well as a probationary period. Prolanthropy is an Equal Opportunity Employer.