



FOUNDATION OPERATIONS COORDINATOR

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.

***Prolanthropy utilizes the DISC Model and The Six Types of Working Genius Assessment which assesses the strengths, weaknesses, and personality types of current staff and 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-Matrix assessment tool.**

POSITION:

Prolanthropy's Operations Department is looking for a Foundation Operations Coordinator to join our team. The Operations pillar of Prolanthropy's structure is responsible for the planning and execution of successful fundraising events and community outreach programs for our managed non-profit foundations.

This position will work alongside and support event and program management professionals in completing tasks that are vital to Operations and event and programming success. This role will be key in offering administrative support for the client teams through shipping logistics, accounting and finance processing support generated from Operations activities, and auction support as needed.

This is a key part-time, hourly position that reports directly to the SVP of Foundation Operations and will be located at the headquarters of Prolanthropy in Florence, Kentucky. This is an excellent opportunity to work within the world of philanthropic endeavors as well as in sports management and sports marketing.

KEY RESPONSIBILITIES:

- Position will pay up to \$16/hour (dependent on experience and qualifications) for an agreed upon scheduled workweek
- Foundation Related Shipping Tasks
 - Coordinate shipping schedule for event supplies and equipment
 - Create shipping and return labels for event and program related packages
 - Ensure shipments arrive onsite and on-time through an understanding of venue restrictions and potential logistic issues
 - Inventory, order, and organize Foundation Operations supplies
- Foundation Auction Support
 - Submit accrual forms for sold items
 - Audit of auction items on Givesmart platform to ensure correct verbiage, FMV, etc.
 - Assist Auction Fulfillment Team with the coordination of scheduling donor experiences
 - Report any issues to client teams
- Department Finance Processing
 - Code all Operational department activity related receipts and invoices
 - Initiate approval process for final submission to finance
 - Organize and file receipts in departmental records for Foundation results and budget reference
- Provide event and program support for client teams
- Other duties as assigned or needed

FOUNDATION OPERATIONS COORDINATOR MUST:

- Possess personal character qualities with demonstrated experiences 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 that possesses strong business acumen with problem-solving skills
- Possess strong administrative, planning, 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 convey information concisely and accurately to a variety of constituents
- Be organized with attention to detail and tenacity to complete tasks

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- 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

QUALIFICATIONS:

- 1-2 years equivalent work experience in an administrative support role
- Proficiency in all Microsoft Office platforms
- Quickbooks familiarity is a plus
- Be legally qualified to work in the United States
- Will consent to a pre-employment background check including education and work history verification, as well as a criminal background check
- Be able to lift up to 30 lbs. without discomfort

Please email your Resume, Cover Letter, and Salary requirements to: hr@prolanthropy.net.
Only submissions that include Resume, Cover Letter and especially Salary Requirements will only be considered.

Please do not reach out via telephone, cold call visit or email 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 “Foundation Operations Coordinator” in the subject line of your email submission.

Employment is subject to reference, education, and background validation as well as a probationary period.

Prolanthropy is an Equal Opportunity Employer.