

## COMMUNITY OUTREACH PROGRAM SUPPORT

### **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 forming and managing not-for-profit charitable foundations of professional athletes and coaches.

Corporate culture fit is of primary importance to Prolanthropy. Our business is unique, and our success depends on having the right people on our team. We have built a close-knit, team-focused business in an ever-changing industry. We believe winning teams are filled with loyal, 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.

### **ROLE DEFINITION:**

Prolanthropy is seeking a Community Outreach Program Support staff member to join our team.

This position will support Prolanthropy's managed Foundations in achieving the community impact goals of the managed foundations. This role will be key in offering logistical and implementation support for the community outreach programs of our multiple managed foundations as needed.

This is a key part-time, hourly position and will be located at the headquarters of Prolanthropy in Florence, Kentucky. This position's exact days and hours are flexible, providing the role is staffed at least 3 business days per work week. This is an excellent opportunity to work in philanthropic endeavors and sports management.

### **ROLE RESPONSIBILITIES:**

Foundation Community Outreach Program Partner Communication: Successfully communicate with the managed Foundations' Community Outreach Program partners about our needs, including logistics and program participants.

Foundation Community Outreach Program Logistics and Implementation: Seamlessly execute the et Community Outreach Programs of the foundations within budget. This includes working with our Marketing & Media team members for sponsor, media and vendor activation and working with our Development Team members with athlete logistics

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Community Outreach Program Registration: Execute a rock star experience for the beneficiaries of the Foundations' impact to include a seamless, well-communicated registration and communication prior to the Community Outreach Program to reach the foundation's impact goals.

Community Outreach Program Impact Reporting: Successfully document the impact of the Community Outreach programs held by the foundations that we manage to document impact and assess the success of the foundation's impact. In addition, this position would distribute this information to all teammates for their use and include impact reports in grant reports as needed.

## **COMMUNITY OUTREACH PROGRAM SUPPORT MUST:**

- Possess personal 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 who 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 on a tight schedule
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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
  - Ability to work independently and prioritize tasks in a fast-paced environment
  - Take ownership of multiple projects at once

## **QUALIFICATIONS:**

- 1 year or equivalent work experience in an event, logistics, or project management support role
- Be familiar with non-profit terminology
- Proficiency in all Microsoft Office platform
- Constant Contact or other registration software 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.
- Prolanthropy utilizes the DISC Model and The Six Types of Working Genius Assessment, which assesses current staff and candidates' strengths, weaknesses, and personality types. Candidates should be familiar with these assessment tools and be prepared to take one or both if selected for an interview. The candidate may also be asked to take the Tri-Metrix assessment tool.

Salary Expectation: The hourly salary for the position is up to \$18/hour, depending on qualifications and experience. Full details on compensation and benefits will be discussed during the interview process.

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Please email your Resume, Cover Letter, and Salary requirements to: [hr@prolanthropy.net](mailto:hr@prolanthropy.net).  
**Only submissions that include Resume, Cover Letter and Salary Requirements will 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 “Community Outreach Program Support” 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.

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