



FOUNDATION BUSINESS DIRECTOR

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 Foundation Business Director to join our team.

This position will support Prolanthropy's managed Foundations in achieving their goals and objectives through the application of business principles to the management of the foundations.

This is a key full-time, salaried position and will be located at the headquarters of Prolanthropy in Florence, Kentucky. This position will have full benefits like work remote days, comp days, holidays, and paid vacation. The exact hours are flexible, providing the role is staffed at a full-time work week. This is an excellent opportunity to work in philanthropic endeavors and sports management.

ROLE RESPONSIBILITIES:

Develop a healthy and high-performing Foundation team: Recruit, Hire, onboard, and train Foundation Staff; Develop current staff for increased contribution; Performance Evaluation and Feedback; and Facilitate all staff Meetings and Communication

Create scalable service delivery in foundation management via systems and processes: Create and deploy all Foundation Systems, Processes and Tools throughout the entire team with high performance expectations

Maximize and manage Foundation Cash flow: Monitor Foundation Accounts Receivable and Manage escalated Foundation Accounts Receivable; Align timing of payment in Foundation Vendor Contracts with revenue

Ensure effective Foundation Financial Reporting: Conduct weekly internal audit of all Foundation Receipts, Invoices, in-kind submissions to ensure submission of timely, accurate and complete financial information to Finance Department

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FOUNDATION BUSINESS DIRECTOR 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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- Strategic thinker who can discern best next steps for Foundation
 - Take ownership of multiple projects at once
 - Critical thinking and analytic skills

QUALIFICATIONS:

- 5 to 7 years or equivalent work experience in accounting, finance, or related field
- Be familiar with business, accounting and finance terminology
- Proficiency in all Microsoft Office platform
- Be familiar with contracts and negotiation
- Track record of integrating IT systems
- Experience in managing a team and motivating and developing staff
- 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-Matrix assessment tool.

Salary Expectation: The compensation for the position is up to \$85,000/annually, depending on qualifications and experience. Full details on compensation and benefits will be discussed during the interview process.

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

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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 Business Director” 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.
