

THE ELEVATE PRIZE FOUNDATION

Founded in 2019 by businessman, philanthropist, and author Joseph Deitch, the Elevate Prize Foundation aims to elevate humanity on a global scale by funding, guiding, and scaling the platforms of social entrepreneurs within the areas of healthcare, the environment, poverty, inequality, the arts, and more. The Foundation's primary program is the Elevate Prize – an annual search for innovators and activists working to solve the world's problems that culminates each fall with the selection of 10 heroes to receive funding and guidance to amplify their work. From there, the winners embark on a two-year program fueled by access to top scholars and industry leaders who guide and support them in scaling their impact. Together, prize winners, advisors, partners and collaborators across industries combine their impressive reach to create a single, powerful philanthropic amplification platform to awaken the hero in all of us. For more information, visit www.elevateprize.org, and follow @ElevatePrize on Facebook, Instagram, LinkedIn, and Twitter.

OPERATIONS AND ADMINISTRATIVE COORDINATOR POSITION PROFILE

- Job Type: Full-time employee at 40 hours per week (exempt)
- Compensation: \$55,000-65,000 annually
- Benefits: Medical, vision, and dental insurance, 401k, PTO, paid holidays
- Location: Miami, FL

As the Elevate Prize Foundation (EPF) enters its second year of Prize applications, the organization is in need of a detail-oriented, organized professional who thrives in fast-paced, entrepreneurial environment to serve as the Operations and Administrative Coordinator. Reporting to the Chief Operations and People Officer (COPO), this position involves working closely with the Operations team and EPF leadership and is primarily responsible for Operational support, which may include some Risk and Governance support. This role will serve as the Foundation's office manager and provide full administrative support to the Executive Director, also supporting the leadership team as needed in an administrative capacity.

Qualities of a strong candidate include:

- Efficient and Analytical – The ability to keep multiple balls in the air from conception to completion with laser-focused attention to detail and accuracy should be a cornerstone of this individual's work. The ability to follow up, recognize trends, maintain a realistic balance among multiple priorities and generate ideas for improvement are essential.
- Growth mindset – A lifelong learner willing to balance past experience with the demands of a new environment. This is a team role in which flexibility, willingness to pitch in, and to grow with the needs of the job are paramount.

- Collaborative, can-do attitude – Confident self-starter with ability to work with minimal supervision. Elevate is a small and mighty team, constantly collaborating in an ever-changing environment. We move fast and turn on a dime. An ideal candidate will have tremendous drive and an adaptable “roll up your sleeves” approach.
- Mission-driven – Bring a willingness to understand and support the Foundation’s mission and values throughout all projects and interactions, internally and externally. This position sits at the cross-sections of all internal departments and their respective vendors and partners and must therefore exercise good judgment, handling a wide variety of activities and confidential matters with discretion and grace.

ESSENTIAL FUNCTIONS

Operations Support

- Primary support role within Operations, including Risk and Governance support
- Build regular dashboard reports for a comprehensive snapshot of projects by department and project manage where needed
- Serve as primary resource on all IT needs and liaison for the IT team
- Manage and process new vendor agreements and required documentation accurately
- Maintain filing systems and procedures, file/retrieve documents and reference materials
- May perform other duties as assigned by the Chief Operations and People Officer (COPO)

Assistant to the Executive Director (leadership administrative support as needed)

- Manage calendar(s): send and respond to invitations, manage and gate-keep availability
- Initiate follow-up for calls, correspondence, etc.
- Schedule internal and external meetings for the organization
- Handle administrative requests and queries from leadership team
- Prepare reports for expenses and expense reimbursement
- Make travel arrangements as needed
- May perform other duties as assigned by the Executive Director or COPO

Office Management

- Serve as Office Manager for the physical space (timing COVID-dependent)
- Manage virtual office subscription: liaise with community manager, arrange office space reservations
- Greet office guests
- Plan and implement office systems with the IT technician
- Procure office furniture and equipment
- Liaise with contractors, deliveries, on-site technicians

- General administrative duties (i.e., answer phone, front door requests, order office supplies, stock kitchen as necessary)
- May perform other duties as assigned by the Executive Director or COPO

NEEDS

Required experience and qualifications

- Experience: 5-7 years of combined experience in operations and administrative support, project management, or other relevant experience (required)
- Education: Bachelor's degree (preferred) or equivalent combination of education and experience
- Familiarity with Outlook email and calendar, Adobe Acrobat Pro, Microsoft Word, Excel, and PowerPoint, electronic file management
- Strong verbal and written communication skills, fluent English
- Ability to process routine daily functions and to manage and prioritize multiple projects simultaneously
- Ability to familiarize with new technologies using available knowledgebases
- Ability to work well under pressure in a fast-paced environment and in ambiguous situations
- High level of professionalism and interpersonal skills
- Ability to anticipate needs and address them proactively
- Ability to interact with partners, vendors and staff at all levels
- Ability to remain composed, resolve sensitive issues and complex assignments with critical thinking skills, and recommend appropriate actions under stressful conditions
- Ability to work with diverse communities and demonstrate inclusion
- A shared commitment to the Foundation's values of Radical Diversity, Human Safety & Freedom, Creativity & Resilience, and Global Collaboration

WANTS

Preferred experience and qualifications

- Vendor management experience strongly preferred
- Experience liaising with IT professionals
- Experience with full management of a small office
- Fluent in Microsoft Suite, Microsoft Office 365, and Adobe Acrobat Pro
- Experience with Dropbox, Salesforce, Slack, Trello

Elevate Prize Foundation is an Equal Opportunity Employer.