



FLORIDA SPORTS FOUNDATION Manager, Operations

Location: Tallahassee, FL

Reports to: Vice President of Operations

FLSA Status: Exempt

Salary Range: \$40,000 – \$50,000

Job Summary:

Focuses on the business operations of the Foundation, including contract management and other related tasks to promote the organization's required and aspirational goals.

Responsibilities:

1. Administrative coordination with Vice President of Operations for the following:
 - a. Work with Vice President of Operations to maintain data for reporting to the President, the FS Board of Directors, EFI and the Department of Economic Opportunity, (DEO), OPPAGA, regarding tags, grants, budgets, contract requirements, and any Government entity requests on a monthly, quarterly, and annual basis, and upon request.
 - b. Manage projects from concept to deployment.
 - c. Ensure DEO report data is accurate and submitted timely for monthly and quarterly reporting.
 - d. DEO contract administration, including creating, distributing, payment collections, and disbursements.
 - e. Collaborate with staff and external entities to resolve any discrepancies related to all contracts (sports directors, events, facilities, DEO, etc.)
 - f. Prepare documentation for external auditors, including preparing schedules, compiling invoices and payments, and other necessary responsibilities.
 - g. Maintains organization and productivity in a fast-paced work environment where multitasking is necessary.
 - h. Prepare correspondence on behalf of the Vice President of Operation and/or President, independently or with oral or written instruction.
 - i. Must be available beyond traditional business hours to support production needs.
2. Other duties as assigned.

Qualifications:

- Must possess a bachelor's degree in a related field, or equivalent experience.
- Must possess excellent technical, organizational, verbal, and written communication skills, excellent word processing skills, and strong computer skills.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities and may be modified periodically.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or

responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

We are an equal opportunity employer and consider all qualified applicants equally without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability status.

EFI/FSF is subject to the Public Records Law and the Sunshine Law; therefore, submissions to this job announcement could be subject to public disclosure.

Apply through Indeed or at HRDirector@enterpriseflorida.com

Effective: February 21, 2023