

## **ELEVATE PRIZE FOUNDATION PROGRAM MANAGER POSITION PROFILE**

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](http://www.elevateprize.org), and follow @ElevatePrize on Facebook, Instagram, LinkedIn, and Twitter.

### **Elevate Prize Program Manager**

As an essential part of the program team, the Program Manager will be responsible for key deliverables across Elevate Prize Foundation programs. They will work closely with the Program Director on the implementation of the department's strategy, in particular as it relates to the selection of global heroes and the delivery of a professional development program. The Program Manager will be responsible for the coordination of various stakeholders across the program, as well as participate in creating and designing the curriculum for global heroes. This position reports to the Program Director and is based in Miami, FL.

The Program Manager will play an essential role in the creation and implementation of the winners' professional development program by helping design specific learning modules; engaging a network of coaches, mentors, and facilitators; creating opportunities for winners and alumni to engage with the Elevate Prize community; coordinating winners' participation in online trainings, one-on-one coaching, content development, and in-person convenings. In addition, the Program Manager will help drive key components of the winner selection process, including working with outside vendors on designing the application and selection process; researching and recruiting potential judges; promoting the opportunity to networks and prospective applicants across the globe; and planning virtual or in-person evaluation and selection events.

## Key Accountabilities

### Program Implementation

- Work with Program Director to formalize and build out the design of the professional development program, including content development, timeline, and scheduling
- Coordinate instructor/facilitator participation in virtual programming sessions, including content development support, preparing and disseminating advance materials, and ensuring technology readiness
- Manage the production of all in-person and virtual convenings, including vendor relationship management, technology needs, signage, catering, and logistics
- Oversee the on-time execution of event production deliverables, keeping contributors on a strict timeline, and managing the development and updating of the master production schedule
- Assemble and coordinate delivery of materials for winner and staff participation in all events and convenings
- Coordinate regular communication and check-ins with winners, faculty, and other stakeholders throughout the program
- Organize the evaluation of winners' needs, participating in interviews, as well as overseeing data collection and storage methods
- Coordinate the development of tailored recommendations for offerings and support the Elevate Prize Foundation can provide to each winner
- Conduct analysis and preparation of reports on applicant and winner data and program engagement from various stakeholders

### Winner Selection Process

- Work with the key staff and outside vendors to design and deliver a seamless application submission and judging process
- Coordinate with Marketing team to engage partners in Prize promotion in an effort to drive applications from a global, diverse audience
- Research and conduct outreach to additional prospective applicants and networks
- Manage and respond to inbound queries from prospective applicants
- Assist in the facilitation of semi-finalist, finalist, and winner selection by coordinating judges' schedules, online scoring, and deliberation calls

### Other Responsibilities

- Manage and maintain the program department's database of contacts, relationships, and vendors, ensuring accurate data and records
- Support the Program Director in the design and delivery of other programs as needed

### Qualifications and Desired Behaviors

- Bachelor's degree (Master's preferred)
- 5 years' experience in the non-profit and/or social impact space
- Strong verbal and written communication in English
- Meticulous organization and project management skills
- Tremendous drive and a "roll up your sleeves" approach
- A shared commitment to the Elevate Prize Foundation's values of Radical Diversity, Human Safety & Freedom, Entrepreneurial Philanthropy, Creativity & Resilience, and Global Collaboration

### Knowledge and Skills

- Project Management
- Organization and Time Management
- Verbal and Written Communications skills
- Attention to Detail
- Critical Thinking
- Problem Solving
- Social Impact and/or Non-profit Management
- Curriculum Design and Development
- Data analysis
- Technology Proficiency
- Relationship Management
- Business Acumen
- Creativity
- Team Collaboration
- Event Planning