

THE ELEVATE PRIZE FOUNDATION PROGRAM AND MARKETING COORDINATOR 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, and follow @ElevatePrize on Facebook, Instagram, LinkedIn, and Twitter.

Elevate Prize Program and Marketing Coordinator

As the Elevate Prize Foundation (EPF) begins to establish its influence, the organization is in need of a detail-oriented, innovative and knowledgeable professional who thrives in fast-paced, entrepreneurial environment to serve as the Program and Marketing Coordinator. This full-time position involves working closely with the Program and Marketing teams, EPF leaders, partners and vendors to plan and promote events and activities throughout the year to drive engagement. Reporting to the Program Director, the Program and Marketing Coordinator will own operational planning and oversight of virtual and in-person events, is responsible for ensuring all parties have awareness and on-going communication, and drives relationships with all parties.

Key Accountabilities

Program Coordination

- Coordinate comprehensive programming including project management, offering creative ideas, acting as the liaison for program and marketing events
- Ensure that virtual and in-person event details including communication, technology, presenters, materials, venues, travel arrangements and food & beverage are arranged and completed in an appropriate and timely manner
- Lead program/project updates and improvements, identify service/process improvements that will better enable the organization to achieve goals and objectives
- Act as primary resource of the CRM, maintaining data integrity

Marketing

- Assist in marketing of programs, such as developing materials and advertising events
- Support strengthening partnerships with external resources by defining, promoting and marketing benefits of participation and involvement in the organization
- Manage logistics of merchandise inventory and fulfillment
- Incorporate social media and networking into program/project aspects as appropriate
- Maintain current program information on website, social media accounts, etc.

Operations

- Compile and analyze data and prepare reports related to program enrollment, participation and outcomes
- Manage day-to-day operations, provide oversight of administrative & operational functions
- Perform other duties as assigned within Programs, Marketing and Operations

Qualifications and Desired Behaviors

- Bachelor's degree or equivalent combination of education and experience
- 3-5 years program/project administration, event planning, project management, or other relevant experience
- Confident self-starter with ability to work with minimal supervision
- Ability to anticipate needs and address proactively
- Ability to manage multiple projects simultaneously
- Ability to work with diverse communities and demonstrate inclusion
- Ability to interact with partners, vendors and staff at all levels
- Ability to set goals, achieve results and be able to measure them
- Ability to remain composed and recommend appropriate actions under stressful conditions
- 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
- Vendor management experience strongly preferred
- Experience with video, social media, digital marketing and special events strongly preferred
- Experience with Salesforce preferred
- Miami-based preferred

Knowledge and Skills

- Project Management
- Organization and Time Management
- Verbal and Written Communications skills
- Attention to Detail
- Critical Thinking
- Problem Solving
- Technology Proficiency
- Database Management
- Relationship Management
- Marketing
- Business Acumen
- Creativity
- Team Collaboration
- Event Planning