

FLORIDA SPORTS FOUNDATION

Job Title: Manager, Operations
Location: Tallahassee
Reports to: Vice President of Operations
FLSA Status: Exempt
Salary: \$45,000

Job Summary:

The Manager, Operations focuses on the business operations of the Florida Sports Foundation, including contract management, amateur sports administration, 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 closely with the Vice President and Events staff to develop the budget and plan all aspects of the Sunshine State Games (SSG), the Florida Senior Games (FSG), and other Amateur Sports events and programs.
 - b. 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
 - c. Manage projects from concept to deployment
 - d. Ensure DEO report data is accurate and submitted timely for monthly and quarterly reporting
 - e. Contract administration, including creating, distributing, payment collections, and disbursements.
 - f. Collaborate with staff and external entities to resolve any discrepancies related to all contracts (sports directors, events, facilities, DEO, etc.)
 - g. Assist EFI HR Department, as needed, to include processing new employees and interns and staff terminations, assuring that staff complies with policies.
 - h. Prepare documentation for external auditors, including preparing schedules, compiling invoices and payments, and other necessary responsibilities.
 - i. Maintains organization and productivity in a fast-paced work environment where multitasking is necessary.
 - j. Prepare correspondence on behalf of the Vice President of Operation and/or President, independently or with oral or written instruction.
 - k. Must be available beyond traditional business hours to support production needs.
2. Other duties as assigned.

Qualifications:

- Must possess a Bachelor's degree in finance or accounting or related field or equivalent experience.
- Must possess excellent technical, organizational, verbal, and written communication skills, excellent word processing skills, and strong computer skills.
- Be familiar with the network of sports commissions within the state of Florida and have the ability to work with these partners in the development and promotion of grants in Florida.
- Experience with Great Plains and Concur preferred.

SUPERVISION: Not applicable for this position

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.

Please submit resume through the job posting on Indeed.com

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

We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.