

PHILADELPHIA YOUTH BASKETBALL

Empowering Young People as Students, Athletes, and Positive Leaders



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The Lenfest Foundation

1735 Market Street
Concourse Floor
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267-519-9209

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phillyyouthbasketball.org

Philadelphia Youth Basketball (PYB) Finance & Operations Coordinator Full-Time Job Description August 4, 2020

Philadelphia Youth Basketball, Inc. (PYB) was officially launched in June, 2015, with a mission of creating transformative opportunities for thousands of young people, especially those from under-resourced families and communities, to reach their full potential as students, athletes, and positive leaders. A diverse and impassioned group of individuals, including leaders from the grass-roots to the tree-tops, have been working diligently to execute upon this mission by building an impactful program, a robust and sustainable organization, and ultimately a state-of-the-art youth basketball and education center to enable us to provide empowering experiences to many more children, youth, and families.

Status of Operations

- During the past 5 years, PYB has made notable progress in building a world-class organization, program, and future center. As an organization, we have developed a strong foundation for business processes related to budget and finance, human resources, board engagement, office management, and procurement. We have established the fundamental protocols and policies necessary to run a high-impact program and operation with a \$1.6M organizational budget.
- PYB is committed to capacity building, ongoing feedback, and continuous improvement efforts that permeate the entirety of our operations. These efforts manifest themselves in our approach to developing young people, as well as the development of our staff team, our board of directors, our programs, and our organization as a whole. We recognize that building an enterprise and a program that is capable of driving and measuring impact is not easy, and requires an intensity of purpose and a high degree of interconnectedness between functional areas of our organization.
- As our organization and program continues to evolve, we have been strategically adding full-time and part-time staff positions with clear sets of responsibilities. As our organization grows in size and complexity, its inter-connectedness with fund development, measurement and evaluation, and staff capacity building becomes more rigorous, PYB recognizes the need for a dedicated Budget & Operations Coordinator to lead our budget and operational work.

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Primary Scope of Duties

Reporting to PYB's President & CEO, the Finance and Operations Coordinator will be responsible for duties including but not limited to areas of budget and finance, project management, and executive assistantship.

Budget and Finance

- Serving as the Budget & Finance Committee staff liaison, providing operational and administrative support
- Collaborating with PYB's external accounting partner
- Reconciling monthly operating budgets and sharing updated financial reports with the senior management team
- Co-creating the organizational operating and capital budgets, as well as programming budgets
- Assisting with annual audit and 990 process needs
- Collecting and filing all organizational invoices and expenses
- Meeting with CEO bi-weekly to process organizational invoices
- Collecting, documenting, and submitting receivables from the Fund Development Team

Staff Team Project Management

- Managing the aggregated work planning efforts of the staff team
- Co-creating staff team meeting agendas with CEO, Program Director, and Development Director, and distribute agenda to staff team
- Co-facilitating staff team meetings with CEO

Executive and Board-Level Support & Engagement

- Providing Executive Assistant support to PYB's President & CEO
- Co-creating agendas and assemble/distribute accompanying materials for board meetings
- Managing and updating of the organizational calendar, as well as that of the President & CEO

Desired Knowledge, Skills, and Dispositions

- At least 2 years of experience in a financial management, logistics, and/or executive assistantship capacity
- Bachelor's Degree required
- Strong communication skills, both verbally and in writing
- Strong organizational skills
- Highly developed analytical and organizational skills to manage multi-dimensional projects
- Prideful attention to detail

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- A deep curiosity and love of learning, and a growth mindset for personal and organizational development
- A robust work ethic and commitment to individual and organizational excellence
- A genuine comfort level with diverse communities
- An appreciation and enjoyment for collaborative work with colleagues and board members
- A demonstrated interest in sports-based youth development, social impact and social change, and non-profit or sports-management
 - *The applicant's demonstrated interest might come through paid work experience, community service, academic coursework, and/or other formal or informal "learning by doing" opportunities*

Compensation and Perks

This position has a salary range of \$35,000-\$55,000 depending upon experience. There will be potential for a modest annual bonus and a double-digit percentage salary increase based upon individual job performance and organizational growth.

PYB prides itself on being a supportive workplace dedicated to employees' personal and professional growth through stretch assignments, and access to staff and board meetings, mentorship, feedback, and professional development opportunities.

Company benefits include access to 401(k) deferred contribution plan without employer contribution. Paid holidays, vacation, sick days, and personal days are provided in keeping with the Employee Handbook. Health benefits are provided to salaried employees (not spouse or children) who do not have access to health coverage under the plan of a parent or guardian under the Affordable Care Act.

To Apply

Applicants should email a cover note and resume by no later than Friday, August 14, 2020 to the attention of:

Philadelphia Youth Basketball, Inc.
Office of Human Resources
employment@phillyyouthbasketball.org