



## **Career Opportunity: Business Operations Coordinator**

### **About Us:**

Guided by the belief that dogs make a difference by being the best partner a human can have in the field, on the job, or in a competition event, UKC is a community for people and dogs to pursue excellence together. Founded in 1898, UKC has been dedicated to enhancing the lives of Dogs That Do More™, and their owners, by providing essential resources to help owners and breeders make informed decisions. The dog-human bond is celebrated through family-friendly programs highlighting the instincts and heritage of purebred and mixed-breed dogs alike at over 18,000 licensed events annually.

### **Job Description:**

We are recruiting an energetic and self-motivated Business Operations Coordinator to grow with us at UKC. In this fast-paced role, you'll play a crucial role in expanding our network of advertisers and sponsors while also managing key recruiting and administrative tasks.

This role reports to our Vice President overseeing our Human Resources functions and company operations, and is an in-office position in Kalamazoo, Michigan.

### **Qualifications:**

- Has a combination of experience and education/training in HR, Sales, or Business Development
- Adaptable self-starter who exhibits strong motivation to complete sales and achieve goals
- Possesses a high level of integrity, can solve problems, and communicate efficiently in a cross-functional organization
- Exhibits strong ability to make decisions, remain highly organized, and manage multiple projects at a time
- Results-driven mindset with a proven track record of meeting or exceeding targets

### **Key Responsibilities:**

- Conduct research to identify potential advertisers and sponsors
- Support business development by soliciting new and potential sponsors and advertisers
- Cultivate and maintain relationships with current sponsors and advertisers
- Maintain contracts for sponsors and advertisers and ensure contract requirements are executed properly
- Coordinate recruiting by sourcing candidates and performing interviews
- Oversee administrative support for various projects and teams

### **Benefits:**

- Company-supported medical and life insurance programs. Dental, vision, and Aflac plans available
- Paid time off plus paid holidays at start of employment
- 401(k) with company matched contributions
- Continuous training and development programs with opportunities for growth and advancement
- Salary for this position is commensurate with experience

### **How To Apply:**

If you're passionate about business operations, B2B business development, and thrive in a dynamic environment, we encourage you to apply. Join us in celebrating Dogs That Do More. Please submit your resume to

[careers@ukcdogs.com](mailto:careers@ukcdogs.com).