



Vermont Vultures Basketball Club

Vermont Vultures Basketball Club – Role Description – Strategic Partnerships Manager

Updated 22/11/2020

Role: Strategic Partnerships Manager

Role classification: Voluntary

Exec Committee member: Via nomination

Committee member: Yes

Expected hours of work: 10-15 hours per month, variable by month

Purpose

The purpose of this document is to outline the roles and responsibilities of the Strategic Partnerships Manager at the Vermont Vultures Basketball Club (The Club). These roles and responsibilities are not intended to be exhaustive, but rather to outline what is typically required to fulfil the role.

Summary

The role of the Strategic Partnerships Manager is a key recent role within the Vermont Vultures. The key responsibilities include the sourcing and management of partnerships & sponsors as well as the ongoing submission of grants as required.

Note: Currently The Club has working relationships with The South East Melbourne Phoenix (NBL) and The Deakin Melbourne Boomers (WNBL). The Club has no current sponsorship agreements.

Role description

The Strategic Partnerships Manager is supported by the Executive Committee and is required to perform the following duties:

1. Ownership of the Clubs strategic plan for Partners & Sponsors including ongoing review and if required, development of partner & sponsorship categories which seek to grow and expand the sponsorship base of the club
2. Development of the Clubs Partner and Sponsorship policies
3. Management of all Strategic Partnerships on behalf of The Club including acting as the primary point of contact, documentation and management of agreed Partnership terms
4. Management of all Sponsors on behalf of The Club including acting as the primary point of contact, documentation and management of agreed sponsorship terms
5. Sourcing of new Strategic Partnerships & Sponsors in line with The Club's policies and subject to Exec Committee authorisation
6. Identification of suitable Grants
7. Submission of grant proposals in line with The Club's policies and subject to Exec Committee authorisation
8. Coordination with the Communications Manager and Social Media & Website Manager to ensure that all Club required communication & promotional agreements for Partners & Sponsors have been met

Skills required

The successful applicant will possess:

- Understanding of compliance requirements for community based sporting organisations.
- Can communicate effectively with external organisations and individuals
- Commercial acumen particularly in relation to Community Club strategy and expectations

Qualifications required

- Past experience in a similar role (paid or voluntary)
- Current Working with Children Check

Position Description – Strategic Partnerships Manager



Vermont Vultures Basketball Club

- A past or current affiliation with The Club as player, parent/guardian, Committee member, or active supporter

Remuneration

This role is a voluntary position

Mandatory Competencies/Licenses

- Working with Children Check

For more information on this role

Club Secretary secretary@vermontvultures.org.au