



## Vermont Vultures Basketball Club Position Description – Strategic Partnerships

Updated 30/11/23

**Role:** Strategic Partnerships

**Reports to:** Club Executive

**Role classification:** Voluntary

**Committee member:** Yes

**Expected hours of work:** 20 hours per month, variable by month

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### 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.

### 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 operational role (paid or voluntary)
- Current Working with Children Check
- A past or current affiliation with The Club as player, parent/guardian, Committee member, or active supporter

### Mandatory Competencies/Licenses

- Working with Children Check

### For more information on this role

Club President [president@vermontvultures.org.au](mailto:president@vermontvultures.org.au)

Club Vice President [vicepresident@vermontvultures.org](mailto:vicepresident@vermontvultures.org)