**Position Description (Sponsorship Manager)**

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| **Classification:**  | Voluntary  |
| **Reports to:**  | VMMNA Committee | **Direct Reports:** | Nil |
| **Location/s:**  | . |
| **Employment Status:**  | Must be available for a two-term yearApproximately 10-20 hours per month |
| **Employment Conditions:**  | * Must hold a valid employee Working with Children Permit prior to appointment.
* Adhere to the codes of conduct
	+ A05S-01-01 Code of Conduct (AMMNA)
	+ A05S-01-02 Code of Conduct (Communications)
	+ A05S-01-03 Code of Conduct (Child Safety)
* Report any breaches of the Code of Conducts
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| **About VMMNA** | Our Purpose: Lead and support the men’s and mixed netball community to grow and thrive.Our Vision: To be a leader in the men’s and mixed netball community, evolving our game through ambitious development. |
| Our Values: * Authenticity
* Inclusivity
* Integrity
* Leadership
 | Our Behaviours:* Accountability
* Unity
* Respect
* Attitude
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| **About the Role:** |
| To support to the VMMNA Executive achieve the goals and objectives of the association, while scoping opportunities for sponsorship and fundraising, typically in a corporate environment. |

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| **Relationships:** |
| **With**  | **Purpose:**  |
| VMMNA Committee | To determine requirements and opportunities |
| VMMNA Sub Committees |
| Netball Victoria |
| General Public |
| Clubs Associations |
| Contractors and Suppliers |

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| **Key Responsibilities/Scope of the Role:** |
| **Accountabilities:**  | **Overview of Tasks**  |
| Plan | * Devise a plan with the VMMNA Executive outlining sponsorship focus and development
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| Manage Agreements | * Managing sponsorship negotiations and renewals
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| Communications | * Overseeing communication with sponsors
* Attend VMMNA meetings as required
* Attend VMMNA events and activities where possible
* Prepare a report for the VMMNA AGM and relevant meetings
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| VMMNA Brand | * Understand VMMNA’s brand identity
* Maintain a positive, forward-thinking approach to the growth and development of VMMNA through brand awareness
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| Policies & Procedures | * Ensure a high standard of management practices are maintained
* Have good working knowledge of the VMMNA constitution, rules, policies and procedures
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| Media Kit | * Liaise with VMMNA Executive regarding the Media Kit, evaluating assets effectiveness to ensure best practise
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| **Qualifications, Experience and Skills:** |
| Essential* Committed to VMMNA’s AURA behaviours: Accountability, Unity, Respect and Attitude.
* Hold a current Netball Victoria Membership.
* Hold a current Working with Children’s Check.
* Agree to undergo a criminal history check
* Working knowledge of social media platforms Facebook, Instagram, Twitter)
* Experience and/or proven ability to fill a management role suitable for a not-for-profit, volunteer-based association, including a good understanding of the need for planning, administration needs and the ability to liaise with the VMMNA Executive and state members
* High standard of oral and written communication, including listening, interpersonal and effective people management skills and public speaking ability
* Strong planning and project management skills
* Understanding of the legal, financial, ethical, moral requirements and compliance obligations of a not-for-profit
* High level of understanding of the financial management needs of VMMNA operations, including knowledge of good governance practices
* Strong understanding of the needs of VMMNA and its members
* The ability to separate personal and association interests, and act in the best interests of VMMNA whilst in the assigned role

Preferred* Hold a current full driver’s license.
* Background in sales and marketing
* Working knowledge of WordPress, SEO and Google Analytics
* Proficiency in MS Office
* Knowledge and understanding of marketing and sponsorship strategies
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