**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 year  Approximately 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 | | | |
| **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 |
| Manage Agreements | * Managing sponsorship negotiations and renewals |
| 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 |
| VMMNA Brand | * Understand VMMNA’s brand identity * Maintain a positive, forward-thinking approach to the growth and development of VMMNA through brand awareness |
| Policies & Procedures | * Ensure a high standard of management practices are maintained * Have good working knowledge of the VMMNA constitution, rules, policies and procedures |
| 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 |