Mildura Basketball General Manager

**Job Title**

Mildura Basketball General Manager

**Employer**

Mildura Basketball Association Inc.

**Role**

Organisation and coordination of operations and administration of the MBA including development and implementation of procedures and practices to ensure efficient organisational effectiveness.

Promote, develop and operate the MBA summer and winter club based and social domestic competitions.

Development and implementation of new strategies to achieve income streams in addition to the current business model of the association.

To develop and maintain mutually beneficial relationships with current and potential sponsors of the MBA.

Oversee successful transition of all operations to the Mildura South Regional Sporting Complex.

**Responsibilities**

To manage a small team of employees and volunteers to deliver operational and administrative services of the MBA. This shall involve abut not be limited to:

Competitions

Oversee recruitment and registration of participants

Conduct of game day operations

Maintaining records

Maintain infrastructure

Management of Staff

Development Programmes

Oversee Director of Coaching in ensuring School Programs, Aussie Hoops, Junior Heat representative program, Vic Country Academy and SDP program are operating effectively

Association Business

Operate the MBA office to conduct daily business

Financial budgeting, monitoring, recording and reporting

Ensure stadium is clean and maintained, and liase with contractors

Facilitate Club Presidents Meetings

Monitor Junior and Senior Heat programs

Lead transition and relocation to new venue

Develop and maintain relationships with Country Victoria Basketball.

Customer Services

Be the first point of contact for participants, parents, volunteers and officials.

Receive enquires and complaints to resolve or redirect

Communication to all relevant stakeholders

Support to Committee of Management

Sit as a member of the Committee of Management

Prepare reports to the Committee

Make recommendations

Implement directives

**Duties**

Key result area – Maintain Office Services

Design and Implement office policies

Establish and maintain standards and procedures, by-laws and office protocols

Control correspondence

Liaise with other agencies, organisations and groups

Assign and monitor administrative tasks

Supervise staff

Design filing systems, including personnel file management, ensuring that they are maintained, secure and up to date.

Define procedures for record retention

Plan and implement office systems, layout and equipment procurement

Key result area – Manage MBA Communications

Front of house for MBA.

Liaise with Committees, Clubs and volunteers

Deal appropriate with enquiries and complaints

Be the first point of call for media and other organisations.

Key result are – Financial and Governance

Ensure compliance with regulatory and other basketball specific requirements

Account for all income and expenditure of the MBA.

Maintain accurate and up to date financial accounting records

Develop procedures for income accountability and audit where required.

Develop and monitor budget.

Key result area – Sponsorship and Grant Procurement

Procure and maintain relationships with MBA sponsors

Identify and apply for grants

Develop strategies to attract new sponsors.

Key result are – Other

Court Hire facilitation including verification and invoicing

Manage day to day running of MBA

Manage Tribunal Hearing notifications

Oversee, monitor and ensure accountability of Director of Coaching

Other duties as required.

**Skills and Abilities;**

The General Manager should be experienced in the area of sports administration, preferably in a basketball environment. Key requirements will be to

* Demonstrate a high level of communication skills
* Possess interpersonal and conflict resolution skills
* Have sound financial management skills
* Work within budget guidelines
* Be highly organised and have the ability to prioritise tasks

**Salary**

A salary package commensurate with qualifications and experience will be negotiated

**Hours of Work**

10am – 5.30pm 3 days per week

1pm to 9.30pm 2 days per week

However, hours will vary between summer and winter competitions and can be varied with the Committee of Management. It is expect that some additional hours will be required for meeting attendance.

**Tenure**

Permanent Full Time

**Location**

Toyota Hothouse, Eighth St, Mildura, Victoria.