

Basketball Australia Position Description

COMMERCIAL PARTNERSHIPS COORDINATOR

Who are we

As the national governing body, Basketball Australia (BA), in conjunction with our State & Territory member associations, is at the forefront of promoting, fostering, and developing the sport of basketball across the country. BA is responsible for safeguarding the sport in Australia.

With a proud, rich history and a commitment to excellence, we are dedicated to growing the game. This mission of Australian Basketball is to be “Everybody’s Game” and BA will lead, connect and enhance the experience of the Australian basketball community.

BA proudly manages Australian national teams (Boomers & Opals, Rollers & Gliders, men’s and women’s 3x3 and junior national teams), athlete pathways, the Centre of Excellence facility, national championship events, major international events and leads community programs for the good of the whole sport.

We are excited to be launching the new Basketball Australia Strategic Plan (2025-2028), the Whole of Sport Basketball 2040 Vision and refreshed BA Values. These critical foundations, along with our Innovate Reconciliation Action Plan (RAP) (2024-2026), and BA’s Women & Girls Strategy will set our direction and represent how we will bring our mission to life.

Our Values

BASKETBALL AUSTRALIA'S VALUES				
 Belonging	 Safety	 Leadership	 Excellence	 Teamwork
<p>Our people feel a sense of belonging, inspired by each other and a greater purpose</p> <ul style="list-style-type: none"> • Being your authentic self • Inclusive of all perspectives and people • Aligned to the organisation's goals • Creating equal opportunities for all • Working as a team, for a team 	<p>Our place is a safe place, for all people, of all abilities, and all backgrounds</p> <ul style="list-style-type: none"> • Respecting others • Mitigating safety risks • Trust in your peers and leaders • Setting healthy boundaries • Prioritising each other's wellbeing 	<p>Our organisation leads with pride and influences positive change</p> <ul style="list-style-type: none"> • Empowering and developing others • Challenging with care • Being transparent and accountable • Have a growth mindset • Professionally represent the sport 	<p>Our work is innovative and high quality, always thriving for excellence</p> <ul style="list-style-type: none"> • Creative thinking and problem solving • World Class standards • Working collaboratively internally and externally • Evidence Based programs and decisions 	<p>Our work is delivered by a high functioning team working toward a common goal</p> <ul style="list-style-type: none"> • Cross-department collaboration • Active interest in others work • Gaining diverse opinions • Challenging each other with care

Child Safeguarding

Basketball has a zero-tolerance policy to child abuse and neglect in any form. All Children have the right to feel safe and protected from all forms of abuse, harm, and neglect. Children have the right to take part in sport in a safe, positive, and enjoyable environment. Basketball Australia aims to create and maintain an inclusive, child-safe environment that is understood, endorsed, implemented, and adhered to by everyone involved in basketball.

COMMERCIAL PARTNERSHIPS COORDINATOR

Role Context & Purpose

In this highly organised, customer focussed role, the Coordinator brings together the key stakeholders in commercial relationships, both internal and external to ensure that products and agreements are executed effectively and in line with commercial agreements.

The role will work across BA, will coordinate relationships and services with partners and have a large administrative and operational logistics component of transacting and tracking progress, delivering product, reporting in on key activities and communicating with stakeholders.

The Coordinator of Commercial Operations plays a crucial role in assisting in the achievement of BA's Elevate Strategic Plan and the 2040 Vision for our sport.

Overarching responsibilities

- Coordinate the day-to-day relationships with BA's commercial & corporate partners across sponsorship, official supplier and licensing categories.
- Respond to, address and resolve matters that arise in relation to delivery of partner servicing agreements.
- Collaborate with key internal stakeholders and assets, ensure that the requirements of commercial arrangements are documented, monitored, planned, and delivered through our internal processes.
- Maintain a process/system to project manage the execution elements of commercial contracts particularly in relation to sponsorship.
- Regularly communicate with partners in relation to access to and sharing of BA products and collateral where it is part of the commercial arrangement
- Work as part of a multi-disciplinary team and manage stakeholder relationships with relevant performance services and staff inside and outside of BA, plus where appropriate state institute/academies of sport, other NSOs and the national AW&E network amongst others.
- Assist in the outlaying of partner campaigns that promote basketball, support fan engagement, drive attendance and enhance fans' experiences.
- Support planning and presentation for pre-sale, post-sale and renewal of commercial partners
- Coordinate, with the Marketing and Basketball Operations department to arrange delivery of all commercial collateral requirements, e.g. clothing, event signage, media back drops etc.
- Provide noncomplex operational reporting as required to the EGM.
- Process invoices and within established frameworks
- Represent BA as required at external functions, domestic or international if required

Position Capabilities

- Highly capable administrator.
- Ability to manage multiple administrative tasks
- Attention to detail and proficiency in prioritising under time constraints (e.g., during tournaments or game seasons).
- Ability to execute tasks in a timely and efficient manner
- Customer service mindset with the ability to resolve queries diplomatically.
- Highly organised who can communicate exceptionally well in both written and verbal form.
- Ability to engage and develop relationships across various stakeholders via consistent communications, positive engagement, and excellent support.
- Highly computer literate.
- Team player, who is agile, flexible and respectful of others.
- Committed to contributing positively to the Basketball Australia office and work culture.
- Ability to work both independently and part of a small team, and follow-up on tasks independently through to completion.

Required Qualifications and Experience

- Experience in a similar role preferably in the sporting environment.
- Demonstrated successful relationship management
- Experience in delivering successful business outcomes in tight timeframes and managing multiple priorities
- Experience in managing stakeholders with competing agenda's and expectations
- Experience in creating partner decks for campaign planning, reporting and renewals
- Desirable to have experience in managing or liaising with commercial relationships
- Experience working collaboratively with marketing agencies
- Current Drivers licence

Skills & Capabilities

- Ability to manage multiple administrative tasks
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Position Reports to

- Head of Commercial Partnerships

Key Working Relationships

Internal

- CEO BA
- Chief Commercial Officer – BA
- High Performance team – BA
- Marketing and Events team
- Content and Media team
- Head of Commercial
- Women in Sport team
- Game Development and Game Operations
- State and Territory Basketball Associations
- External Commercial Stakeholder and Suppliers
- All participation related areas

External

- State & Territory Basketball Associations

Position Location

State Basketball Centre, Wantirna South Victoria

Other relevant Information

This position may require limited domestic travel.

Due to the nature of the industry the role will require work to be undertaken on some weekends in line with events or competitions.

You must be an Australian citizen, have permanent residency status or a visa permitting you to work in Australia. You are required to notify the Head of P&C if your right to work in Australia ceases.

You must maintain a current Working with Children or Working with Vulnerable People Certification.