



## Position Description

<b>Position title</b>	General Manager
<b>Employment basis</b>	Permanent full-time
<b>Work hours</b>	Regular office hours, with some evening and weekend work as required to support the various basketball programs
<b>Reports to</b>	Committee
<b>Works with</b>	Sub-committees
<b>Direct reports</b>	Head of Girls Program, Director of Coaching, Community Support Officer, Operations Manager

### Position objective

Reporting to the Committee, the General Manager will be responsible for implementing the association's strategic vision and strategy.

### Key duties & responsibilities

#### *Organisational leadership*

Provide leadership across basketball development, commercial management while contributing to the development and monitoring of the association's strategic plan.

Utilise skills and previous experience to effectively benchmark and learn from other organisations.

#### *Management of staff*

Provide leadership to senior managers and the whole organisation.

Ensure policies and procedures are upheld to support staff engagement and retention.

#### *Management of volunteers*

Support the committee, sub-committees, and other volunteers in their various roles, providing adequate documentation and communication.

#### *Engagement with members*

Lead effective communications across the organisation to ensure all players, parents, coaches and staff are actively engaged.

Manage the organisation's web site, social media content, email newsletters, etc to ensure stakeholders are appropriately informed.

#### *Partnership management*

Attract and retain corporate and philanthropic sponsorship.

Understand the various federal, state and local government grants which may be suited to the association.

Maintain key industry relationships including Basketball Victoria and other relevant entities.

#### *Financial management*

Manage the organisation's day-to-day finances via a bookkeeper.

Provide management reporting to supplement the balance sheet and profit & loss reports.