



**DONVALE
NETBALL CLUB**

POSITION DESCRIPTION

*Donvale Netball Club Inc. exists to improve people's lives
through the sport of Netball*

Position Title:	Marketing Officer		
Reports to:	Executive Committee	Direct Reports:	N/A
Employment Status:	Volunteer		
Time Commitment	4-6 Hours per season (approximately)		
Netball Victoria	<p>Donvale Netball Club Inc. is a not for profit, member-based organization governed by a volunteer Committee of Management, and is affiliated with Doncaster & District Netball Association and Netball Victoria.</p> <p>Donvale Netball Club Inc. exists to improve people's lives through the sport of netball. Our values of fun, fitness, friendship and community provide opportunity for all players, umpires, coaches, managers, their families and supporters to come together and enjoy being part of our netball family.</p> <p>Donvale Netball Club Inc. management roles include Membership Registrar, Uniforms, Coach Co-ordinator, Equipment Co-ordinator, First Aid Co-ordinator, Social Media Managers, Umpires Advisor, DDNA Liaison, Grants Manager, Revenue Officer, Marketing Manager, Website Manager, Programmes Development Manager, Events Manager, Communications Co-ordinator and Membership Protection Information Officer, led by the Executive Committee comprising President, Vice-President, Secretary and Treasurer.</p>		
Commitment to Child Safety	<p>Donvale Netball Club Inc. is committed to providing Children and Young People with positive and nurturing experiences for healthy development and wellbeing. As part of that dedication to health and wellbeing, Donvale Netball Club Inc. is committed to ensuring the safety of all of its members, particularly Children and Young People. The Netball Victoria Child Protection Commitment Statement is crucial to NV and its Affiliates', including Donvale Netball Club Inc., commitment to providing a safe environment for children in netball and consists of principles and benchmarks Netball Victoria has in place.</p>		

Primary Purpose of Position

- Responsible for researching new sponsorship opportunities and maintaining existing sponsorship engagement.
- Responsible for stakeholder relationships

Key Responsibilities

- Seek to raise sponsorship funds for the Club
- Provide a Memorandum of Understanding for each sponsor, partner and stakeholder
- Maintain existing sponsor/partner/stakeholder relationships through regular communication
- Ensure new and existing sponsors, partners and stakeholders align with Member Protection, Child Safety and Behaviour policies of the Club, its affiliated Association/s, Netball Victoria and Netball Australia.
- Maintain sponsor, partner and stakeholder records

- Provide regular updates to the Committee
- Ensure regular opportunity for advertising and marketing sponsors, partners and stakeholders through events, competitions, member communication, website.
- Ensure sponsors, partners and stakeholders are invited to events and competitions, and are suitably hosted at events and competitions.
- Ensure sponsors, partners and stakeholders are suitably acknowledged in writing and seek out confirmation of their commitment for the next year.
- Liaise with Events Manager regarding sponsor, partner and stakeholder invitations, advertising etc.
- Create and lead a sub-committee to develop further sponsor, partner and stakeholder engagement

Knowledge, Skills & Abilities

- Commitment to the success of the Club, its membership and the sport of netball.
- Effective communicator, both orally and written
- Computer proficiency
- Effective time management
- Able to maintain confidentiality and act with discretion
- Initiative and ability to work independently
- Ability to guide sponsor/partner/stakeholder relationships for mutual benefit.
- Experience in sales/marketing is helpful
- Familiarity with Netball Australia, Netball Victoria, the Club and affiliated Association/s Member Protection, Child Safety and Behaviour policies and procedures

Other Requirements

- Induction Training
- Working with Children Check