

POSITION DESCRIPTION

Position Title:	Commercial Partnerships Coordinator
GL Code:	6-6200-60-10-1000-10

Work Area:	Commercial	Reports to:	Commercial, Partnership and Events Lead
Primary Location/s:	Level 4, Building 5, 666 Great South Road, Ellerslie, Auckland		
Employment Status:	Full time		

Primary Purpose of Position

- To be an integral member of NNZ's Commercial Team that implements NNZ's commercial strategy and framework.
- Specifically, this position will focus predominantly on developing, expanding and leveraging our relationships with Netball's partners, ensuring that Netball is their number one preference above any competitors.
- This will mean nurturing their love for the game and for our brands, while also ensuring that Netball reciprocates as you advocate for the partners within Netball.
- As a result of this focus, partners experience with Netball will be such that retention and growth of partners will be achieved over time.
- The role will work closely with all areas of the business, assisting them with sponsor integration.

KPI's

- Partner retention and growth
- Partner love of their Netball relationships
- Overall increase in partner revenue for NNZ

Responsibilities & Measures

Key Accountabilities	Critical Factors
Commercial Partners - Relationship Management	<ul style="list-style-type: none"> • Develop and manage NNZ relationships with commercial partners per portfolio allocation • Communicate and manage delivery of NNZ obligations to commercial partners by providing innovative fit for purpose leverage opportunities that meet both Partner and NNZ needs. • Attend matches from time to time to work more closely, and assist, partners with their activations. • Support preparation of timely and accurate proposals for partner renewals that are on brand. • Ensure all asset schedules are updated and accurate • Engage across NNZ (in particular HP, Events, Communications and Marketing) to ensure sponsor benefits are achievable, on brand and delivered • Identify opportunities for relationship extension and renewal • Work with the Sponsorship and Funding Manager to support with relationship extensions and renewals • Manage partners within budgeted servicing arrangement. • Grow partners knowledge of NNZ and the great work that we do. • Prepare a Partner Engagement Plan that provides regular engagement between partners and the appropriate members of the Leadership Team (including CEO) and Board.

Commercial Management Framework	<ul style="list-style-type: none"> • Manage the Partners workshop, creating exceptional value for the current partners, understanding and acknowledging the importance of their role in NNZ • Ensure all elements required for post-analysis reporting are delivered and integrated into reports • Prepare presentation material as required for partner proposals • Build relationships and assist in ensuring key deliverables within NNZ contractual obligations to sponsors are met • Work within the NNZ commercial framework and related policy and procedures. • Assist with preparation of monthly WIP's and regular reporting and reviews • Effective management of Zone delivery of National Partnerships to ensure contractual commitments are understood and met by Zones
Player Personal Endorsement Management	<ul style="list-style-type: none"> • Assist in managing the process around, including recording, all approved player personal endorsements for NNZ.
Financial Management	<ul style="list-style-type: none"> • Assist in co-ordination of Commercial department budgets and forecasts (both revenue and department costs). • Manage the servicing budget of allocated Partners, implementing tracking and monitoring procedures to ensure that servicing costs are in line with contractual commitments.

Key Relationships	
Internal	External
<ul style="list-style-type: none"> • All Netball NZ staff in particular Events, Marketing, Communications and High Performance • National squad athletes 	<ul style="list-style-type: none"> • Zone and Team commercial staff • NNZ Partners

Staff Reporting	
Paid	Volunteer
Nil	(a)

Delegation of Authority	
As budgeted	(b)

Core Competencies, Skills & Qualifications/Experience	
Competency	Descriptors
Specialist Knowledge & Experience	<ul style="list-style-type: none"> • Advertising agency or sponsor servicing knowledge with 2+ years relevant experience • Strong relationship management skills and ability to work with a diverse range of stakeholders by sharing relevant information and identifying and dealing with issues effectively • An understanding of the opportunity digital plays in commercial opportunities
Business & Commercial Acumen	<ul style="list-style-type: none"> • Detailed knowledge and application of business policies, processes, practices, trends and information • Willingness to be accountable and measured on performance • Accepts legal and fiduciary responsibilities • Networks effectively in the netball world and in the wider national sports and business scenes

	<ul style="list-style-type: none"> • Understands the management environment and disciplines • Contributes to competitive and innovative event strategies, brands and plans
Communication & Interpersonal Skills	<ul style="list-style-type: none"> • Conveys credibility, driving influence and ensuring 'buy in' from a diverse range of stakeholders • Exceptional written and oral communication skills, clear, concise, effective and persuasive • Communicates consistently, openly and honestly in any situation • Quickly establishes and maintains rapport and effective relationships at all levels, with both internal and external stakeholders • Is dedicated, highly motivated, enthusiastic and considerate at all times • Collaborates well, voluntarily sharing appropriate information across all levels and thrives in a team environment • Maintains professionalism, empathy and understanding to all stakeholders at all times • Highly adaptable and flexible, coping well with continual change and tight deadlines
Empathy & Passion for Sport	<ul style="list-style-type: none"> • Appreciates the finer points of participating and competing • Makes decisions with the best interest of sport in mind • Has a good knowledge of sport in general and netball in particular
Other	
Given the demands of this role, and the nature of working in sport, work outside standard working hours will be required in the evening and weekends	