External Advertisement

Commercial and Sponsorship Coordinator

Football Victoria is currently seeking applications for the position of Commercial and Sponsorship Coordinator in our Business Services function, reporting to the Head of Commercial. The role is responsible for delivering high-level commercial and administrative support and driving key projects with a commitment to providing superior service to the broader football community.

Key responsibilities of the role include:

- Liaising with key stakeholders, including Football Victoria sponsors and licensees to secure and manage sustainable commercially focussed partnerships
- Acting as the interface between the Head of Commercial and our business network members who provide significant funds to reinvest into grassroots football in our community
- Coordinating the operational and project plans, finances and risk assessments required to deliver annual Football Victoria branded corporate events and programs and work with our external event provider
- Coordinating relevant sponsorship and commercial contractual obligations for Football Victoria's sponsors and members
- Undertaking research and proposing recommendations for both the Commercial and Marketing functions
- General administrative support for the Head of Commercial, including proposal preparation

It is expected that the individual has the confidence, enthusiasm and drive to support the Head of Commercial in nurturing commercially focussed relationships for long term mutual benefit. Event

management experience is highly desirable. Furthermore, in order to be considered for this position, you will need to possess the following:

- Degree in a Business or Marketing related discipline
- Solid project management experience
- Excellent written communication skills
- The ability to prepare high quality reports, submissions, presentations and briefing papers
- Polished relationship management skills and proven experience dealing with senior stakeholders
- A high degree of professional ethics and integrity
- Sound judgement and ability to analyse and interpret information
- Ability to plan effectively and meet deadlines and plan effectively
- Excellent customer service skills
- Advanced skills in the MS suite of products (Word, Excel, Outlook and PowerPoint etc)
- A values mindset

It is acknowledged that all Football Victoria employees demonstrate a flexible approach and that from time to time during peak periods will assist across departments to achieve the overall strategic objectives of the organization.

Should the above be of interest to you and you have full working rights in Australia, please submit a covering letter and Curriculum Vitae to: Stephanie.DiJulio@footballvictoria.com.au. Applications close 5pm Monday 27 January 2020. Please note that interviews may commence prior to the closing date so please do not delay submitting your application should this be of interest to you.

FV is an equal opportunity employer committed to providing a safe working environment that embraces and values child safety, diversity, and inclusion. We encourage applications from all underrepresented groups including Females, Aboriginal Torres Strait Island people, those with disabilities and culturally and linguistically diverse backgrounds.

How we play:

RESPECT (Valuing all), INTEGRITY (Doing the right thing), LEADERSHIP (Inspiring vision of the future), INCLUSION (Together we are stronger), UNITY (United for the good of the world game)