



STAKEHOLDER RELATIONS COORDINATOR

ABOUT US

The North Melbourne Football Club is a leader in the Australian sports industry, with an outstanding reputation for its hardworking culture and innovation, both on and off the field. NMFC is more than just a football club – we are widely known as the most socially progressive sporting club in Australia. We pride ourselves on the work we do in the community through our award-winning program, The Huddle.

If you thrive on working in a fast paced, continuously evolving environment with a passionate team of professionals where you can learn and gain valuable experience, this may be the organisation for you.

ABOUT THE ROLE

The Stakeholder Relations Coordinator will assist in the development and implementation of an integrated, robust and comprehensive sales & fulfillment process for North Melbourne's most respected and valued coterie groups, the Match Committee, Shinboners and Jumper Club. This includes assisting with securing pledges of support through various fundraising programs and the development and implementation of those programs. The role will be responsible for:

- Coterie program development, implementation strategy and relationship management
- Sales and marketing of the programs
- Administration, including budgeting and collateral development
- Assistance across the broader commercial team such as events and sponsorship as required

OUR IDEAL CANDIDATE

The ideal candidate will possess the following qualifications, skills and attributes:

- Strong business acumen with experience in using CRM applications
- Outstanding attention to detail
- Effective customer service and relationship management
- Demonstrated project management skills
- Demonstrated ability to prepare accurate budgets and effectively manage expenses
- High level of written and verbal communication skills
- Team player
- An interest in sport generally
- Capable of working a wide array of hours with varying time schedule to suit the seasonal priorities of football
- Hold a valid Driver's Licence
- The successful candidate will require a valid Victorian Working with Children Check



PERKS & BENEFITS

As an employee of NMFC, you have access to a number of perks and benefits, including:

- Access to 'BOUNCE', the club's health and wellbeing program
- Discounts at some of Australia's major retailers
- Professional development opportunities
- Shinboner Reward & Recognition program
- Flexible work options
- Exciting staff experiences
- Access to gym facilities

APPLICATIONS

To apply for this position, please submit your CV together with a covering letter outlining your suitability for this role to employment@nmfc.com.au

Please note that due to the overwhelming number of applications received by the club, we are unable to reply to every application. Only those applicants selected for an interview will be contacted.

NMFC is an equal opportunity employer committed to providing a working environment that embraces and values diversity and inclusion.

Applications close at 5pm on Friday 26 April 2019.